

CONTRACT
FOR
JANITORIAL SERVICES

DENVER INTERNATIONAL AIRPORT

BETWEEN

THE CITY AND COUNTY OF DENVER

AND

ISS FACILITY SERVICES INC.



CONTRACT

THIS CONTRACT, is made and entered into as of the date stated on the signature page ("Effective Date"), by and between the **CITY AND COUNTY OF DENVER**, a municipal corporation of the State of Colorado ("City"), Party of the First Part, and **ISS FACILITY SERVICES INC.**, a Delaware Corporation authorized to do business in Colorado whose address is 2000 Clay Street Suite 100 Denver, CO 80211, ("Contractor"), Party of the Second Part.

WITNESSETH:

WHEREAS, the City owns and operates Denver International Airport ("DIA" or the "Airport"), and

WHEREAS, the City desires to obtain janitorial services and snow removal (the "Services") for airport facilities at DIA; and

WHEREAS, the City has solicited and received proposals for such services, and has chosen the proposal submitted by the Contractor; and

WHEREAS, the Contractor is fully qualified and ready, willing and able to provide the Services to the City at DIA, in accordance with its proposal submitted to the City;

NOW, THEREFORE, for and in consideration of the premises and other good and valuable consideration, the parties hereto agree as follows:

SECTION 1 – DEFINITIONS

As used in this Contract, unless the context requires otherwise:

1.01 AIRPORT; DIA

"Airport" or "DIA" means Denver International Airport.

1.02 CONTRACT ADMINISTRATOR

The City's Manager of Aviation, his or her designee or successor in function (hereinafter referred to as the "Manager of Aviation" or the "Manager") authorizes all work performed under this Agreement. The Manager hereby delegates his or her authority over the work described herein to the Deputy Manager of Aviation for Maintenance, hereinafter referred to as "Deputy Manager," as the Manager's authorized representative for the purpose of administering, coordinating and approving work performed by the Contractor under this Agreement. The Deputy Manager's authorized representative for day-to-day administration of the Contractor's services under this Agreement is the Project Manager. The Contractor shall submit its reports, memoranda, correspondence and submittals to the Project Manager. The Manager and the Deputy Manager may rescind or amend any such designation of representatives or delegation

of authority and the Deputy Manager may from time to time designate a different individual to act as Project Manager, upon notice to the Contractor.

1.03 CONTRACT DOCUMENTS

It is agreed by the parties hereto that the following list of instruments, drawings and documents which are attached hereto and bound herewith or incorporated herein by reference constitute and shall be referred to either as the Contract Documents or the Contract between the parties hereto, and they are as fully a part of this agreement as if they were set out verbatim and in full herein:

Contract	
Appendix No. 1	Standard Federal Assurances
Appendix No. 2	Nondiscrimination in Airport Employment Opportunities
Exhibit A	Scope of Work
Exhibit C	City and County of Denver Insurance Certificate
Exhibit D	Payment and Performance Bond
Exhibit E	Irrevocable Letter of Credit
Exhibit F	Prevailing Wage Rate Schedule
Exhibit G	Executive Order 136 Non-displacement of Qualified Workers under City Service Contracts

1.04 CONTRACTOR EMPLOYEE; CONTRACTOR PERSONNEL

“Contractor employee” or “Contractor personnel” shall include employees and personnel of the Contractor and subcontractors, if any.

1.05 MANAGER

“Manager” means the Manager of Aviation.

SECTION 2 – SCOPE OF WORK

2.01 SCOPE OF WORK

The Contractor shall be responsible for providing Services at Denver International Airport in accordance with the terms and conditions of the Contract Documents. Contractor shall furnish all necessary labor, tools, equipment and supplies to perform the required services, except for the equipment and facilities that are specified in this Contract as being the responsibility of the City. The parties agree this Contract is non-exclusive and the City reserves the right to purchase the same services and materials through other procurements.

2.02 MANNER OF WORK

A. Scope of Work: The Contractor will furnish all of the technical, administrative, professional and consulting services and other labor; all supplies and materials, equipment, printing, vehicles, local travel, office space and facilities, testing and analyses, calculations, and any other facilities or resources required to perform and complete the work all in accordance with the attached **Exhibit A**, hereinafter referred to in this Agreement as the Contractor's "Scope of Work." Contractor shall not be authorized to proceed with work described herein and the City shall not be obligated to fund any work performed by the Contractor, until the City has provided written notification to the Contractor that the work is to be performed.

B. Professional Responsibility: The Contractor shall faithfully perform the Scope of Work required under this Agreement in accordance with standards of care, skill, expertise, training, diligence and judgment customarily exercised by highly competent professionals who perform work of a similar nature to the work described in this Agreement.

C. Diligence: The Contractor acknowledges that time is of the essence in the performance of its services under this agreement and that the City of Denver may suffer damages if the Project is delayed as a result of the Contractor's failure to provide its services in a timely and diligent manner. Contractor shall perform the work described herein in a timely manner and as directed by the Deputy Manager or his or her authorized representatives.

D. Neither the Contractor nor any of its employees shall perform any work at the Airport other than that which is defined herein, except as permitted in writing by the Director of Airport Maintenance. When such other work is approved, it is expressly understood that the needs of the Department of Aviation are to have precedence over any such work.

E. This is a non-exclusive Contract. In the City's best interests, the City reserves the right to purchase the same materials and services through other procurements. The City also reserves the right to purchase from other sources those items which are required on an emergency basis and cannot be supplied immediately from stock by the vendor.

2.03 COORDINATION AND LIAISON

The Contractor agrees that during the term of this Contract it shall coordinate its work with any interested City agency, any person or firm under contract with the City, and with other governmental agencies which are affected by or interested in any part of the services the Contractor performs under this Contract.

2.04 PREPARATION FOR ASSUMPTION OF RESPONSIBILITY

Preparatory actions by the Contractor shall include, but are not limited to, setting up its office at DIA and hiring and training its personnel. In order to conduct an orderly transition, the Contractor will obtain, at least seven (7) calendar days prior to commencement of the Contractor's operations under this Contract, all badges, clearances and/or driver's licenses which are required for such person's job classification as set out herein. Contractor further agrees to fully implement and comply with the Executive Order 136 Non-displacement of Qualified Workers under City Service Contracts, as set for in **Exhibit G**, attached hereto and incorporated herein.

SECTION 3 - TERM

3.01 TERM

The term of this Contract shall commence at 12:01 a.m. M.S.T. on September 16, 2012, and shall terminate at 12:00 a.m. M.S.T. on September 15, 2015, unless earlier terminated in accordance with the Contract Documents. This contract shall be for a term of three (3) years. It is also a specific provision of this Contract that the Manager in her discretion (or her designee) may renew and continue the Contract under the same terms and conditions as the original contract for up to two (2) additional years in increments of one or two years. Though multiple extensions may be granted, in no event shall the total extensions total more than two years. In addition, the term of this Contract may be extended in the Manager's discretion, by written notice from the City to the Contractor, to allow the completion of any work which has been commenced prior to the date upon which this Agreement otherwise would terminate. However, no extension of the Contract Term shall increase the Maximum Contract Amount stated herein; such amount may be changed only by a duly executed written amendment to this Contract.

SECTION 4 – COMPENSATION AND PAYMENT

4.01 COMPENSATION

The City hereby agrees to pay the Contractor, and the Contractor agrees to accept as its sole compensation for its complete costs incurred and services rendered under this Agreement, an amount negotiated for individual tasks included in the project's scope of work as set forth in Contract Documents.

4.02 MONTHLY BILLINGS

The Contractor shall submit a monthly invoice in form satisfactory to the City. The Contractor agrees that the Airport's Contract Administrator may from time to time require changes to the format and content of the monthly invoice to be submitted by the Contractor. The City reserves the right to reject any and all invoices for specified items of work that have not been performed to the satisfaction of the City.

4.03 MAXIMUM LIABILITY

A. Any other provision in this Agreement notwithstanding, in no event shall the City be liable for payment under this Agreement for any amount in excess of Ninety Six Million Three Thousand and Six Hundred Fifty Five Dollars (\$96,003,655) (the "Maximum Contract Liability"). The Maximum Contract Liability may only be increased by amendment to this Agreement. All payments under this Agreement shall be paid solely and exclusively from the City's "City and County of Denver, Airport System and Operation and Maintenance Fund" and from no other fund or source. The City is under no obligation to make any future apportionments or allocations

to said fund. Any services performed beyond those set forth therein are performed at Contractor's risk and without authorization under the Agreement.

B. It is agreed and understood that this Contract is a multi-year agreement with only partial funding authorized at the commencement of the term of this Contract, such partial funding consisting of the approved and/or encumbered amount of Nineteen Million Two Hundred Twenty One Thousand Sixty One Dollars and Sixty Eight Cents (\$19,221,061.68). The City's payment obligation, whether direct or contingent, extends only to funds appropriated annually by the Denver City Council, paid into the Treasury of the City, and encumbered for the purpose of the Agreement. The City does not by the Agreement irrevocably pledge present cash reserves for payment or performance in future fiscal years, and the Agreement does not and is not intended to create a multiple-fiscal year direct or indirect debt or financial obligation of the City.

C. The City reserves the right to direct the Contractor to perform only limited portions of the work described in **Exhibit A** and the Contractor agrees that it shall not continue work in excess of approved and encumbered amounts without a written Notice from the City stating the funding limit and term. If the Contractor chooses to proceed with work prior to receiving such a written Notice, then the Contractor shall do so at its own risk without any liability for payment by the City. The City's written Notice must be signed by the City's Deputy Manager of Aviation, Maintenance and by the City's Deputy Manager of Aviation, Finance and Administration, otherwise it is invalid and the Contractor is without authority to proceed. Payments hereunder will be made subject to the multi-year conditions stated above.

4.04 TIME OF PAYMENT / PROMPT PAYMENT

Terms shall be subject to the City's Prompt Payment Ordinance D.R.M.C. 20-107 *et-seq.* subject to the Maximum Contract Liability set forth herein. Payments shall be based upon monthly invoices and receipts submitted by Contractor in accordance with the provision of this Agreement and that have been audited and approved by the City. The Contractor agrees that interest and late fees shall be payable by the City hereunder only to the extent authorized and provided for in the City's Prompt Payment Ordinance. For any subcontractor engaged by Contractor under this Agreement, the Contractor is subject to Section 20-112, D.R.M.C., requiring the Contractor to pay its subcontractors in a timely fashion. A payment is timely if it is mailed to the subcontractor no later than seven days after receipt of any payment from City. Any late payments by Contractor are subject to a late payment penalty as provided for in Section 20-112, D.R.M.C.

SECTION 5 – CONTRACTOR'S PERFORMANCE

5.01 CONTRACTOR PERSONNEL – GENERAL REQUIREMENTS

A. The Contractor shall at all times provide properly trained and competent personnel in the number and classifications necessary to perform its services in an efficient manner and in accordance with the Contract Documents. The Contractor shall be responsible for the conduct of all the Contractor's personnel at all times. Contractor personnel are required to be properly trained and competent to perform the duties of their positions, and must possess adequate communication and English language skills to accurately provide information to the public and to respond to routine and emergency communications by telephone or radio. They

shall be properly uniformed, clean and neat in appearance while on duty, and shall deal with members of the public, including parking patrons, in a prompt, polite and businesslike manner.

B. The Contractor shall remove from the Airport work site any Contractor employee on, or invited by it onto, the Airport, when the Manager of Aviation notifies the Contractor in writing that such person: (a) is, in the sole opinion of the Manager of Aviation or his/her designee, incompetent, unfit or disorderly; or (b) has used profane or abusive language or behavior toward any person at the Airport. Such person shall not be reassigned to Airport work by the Contractor, except with the express written consent of the Manager of Aviation or his/her designee.

5.02 EMPLOYEE DRIVER LICENSES AND RECORDS

A. Contractor employees driving either City or Contractor provided vehicles under this Contract are required to maintain an excellent driving record. Drivers with a driving record unacceptable to the City's insurance underwriter will be assigned by the Contractor to a non-driving job if available.

B. All drivers with an alcohol or drug related charge shall be dealt with in accordance with the provisions of Executive Order No. 94.

C. All Contractor personnel assigned to the Airport who drive vehicles in the course of their work under this Contract must obtain and maintain a Colorado Class "R" driver's license and Airport Identification Badge at all times during their employment at the Airport.

D. All Contractor personnel assigned to the Airport will carry Airport Identification Badges at all times during their employment at the Airport.

5.03 THE CONTRACTOR'S PROJECT MANAGER

A. The Contractor shall provide an on-site Project Manager, trained, qualified, and acceptable to the Airport's Contract Administrator, exclusively for this Contract. The Project Manager shall have full authority to act for the Contractor and at all times to carry out the provisions of this Contract. If the Project Manager is absent, the Contractor shall, at all times, provide an equally qualified and competent replacement that has been given full authority to carry out the duties of the positions as required.

B. The Project Manager shall make sufficient daily inspections to ensure the work is performed as specified. The Project Manager shall use work assignment sheets and the tool and equipment checklist for each assignment to record discrepancies. The Project Manager shall provide a copy of all inspection reports to the Contract Administrator each day.

5.04 AIRPORT SECURITY

A. It is a material requirement of this Contract that the Contractor shall comply with all rules, regulations, written policies and authorized directives from the City and/or the Transportation Security Administration with respect to Airport security. The Contractor shall conduct all of its activities at the Airport in compliance with the Airport security program, which is

administered by the Security Section of the Airport Operations Division, Department of Aviation. Violation by the Contractor or any of its employees, subcontractors or vendors of any rule, regulation or authorized directive from the City or the Transportation Security Administration with respect to Airport Security shall be grounds for immediate termination by the City of this Contract for cause.

B. The Contractor, promptly upon notice of award of this Contract, shall meet with the Airport's Assistant Security Manager to establish badging and vehicle permit requirements for Contractor's operations under this Contract. The Contractor shall obtain the proper access authorizations for all of its employees, subcontractors and vendors who will enter the Airport to perform work or make deliveries, and shall be responsible for each such person's compliance with all Airport rules and regulations, including without limitation those pertaining to security. Any person who violates such rules may be subject to revocation of his/her access authorization. The failure of the Contractor or any subcontractor to complete any required services hereunder shall not be excused on account of the revocation for good cause of access authorization of any person.

C. The security status of the Airport is subject to change without notice. If the security status of the Airport changes at any time during the term of this Contract, the Contractor shall take immediate steps to comply with security modifications that occur as a result of the changed status. The Contractor may at any time obtain current information from the Airport Security Office regarding the Airport's security status in relation to the Contractor's operations at the Airport.

D. The Contractor shall return to the City at the expiration or termination of this Contract, or upon demand by the City, all access keys or access badges issued to it or any subcontractor for any area of the Airport, whether or not restricted. If the Contractor fails to do so, the Contractor shall be liable to reimburse the City for all the City's costs for work required to prevent compromise of the Airport security system. The City may withhold funds in the amount of such costs from any amounts due and payable to the Contractor under this Contract.

5.05 SAFETY

A. The Contractor shall operate at all times under this Contract in compliance with the Occupational Safety and Health Act.

B. For all operations requiring the placement and movement of the Contractor's equipment, Contractor shall observe and exercise and compel its employees to observe and exercise all necessary caution and discretion so as to avoid injury to persons, damage to property of any and all kinds, and annoyance to or undue interference with the movement of the public and City personnel.

5.06 LAWS, REGULATIONS, TAXES AND PERMITS

A. The Contractor shall procure all permits and licenses, pay all charges, taxes and fees and give all notices necessary and incidental to the due and lawful prosecution of the work under this Contract. All costs thereof shall be deemed to be included in the prices proposed for the work.

B. Contractor agrees that he, or any subcontractor under him, will pay all sales and use taxes levied by the City and County of Denver on any tangible personal property built into the work. These materials are exempt from Colorado State Taxes per CRS 1973 39-26-114 Rev. It shall be the responsibility of the Contractor to obtain a Certification of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the work. A copy of the certificate shall be furnished the City prior to final payment.

C. The Contractor, at all times, shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules and regulations in any manner affecting the conduct of the work, including without limitation the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596).

D. Without limiting the foregoing, the Contractor shall establish appropriate procedures and controls so that services under this Contract will not be performed by using any alien who is not legally eligible for such employment under United States Immigration laws. Failure to satisfactorily comply with this condition may cause the City to terminate this Contract.

5.07 COMPLIANCE WITH ENVIRONMENTAL REQUIREMENTS

A. The Contractor in conducting any activity on the Airport shall comply with all applicable local, state and federal environmental rules, regulations, statutes, laws and orders (collectively "Environmental Requirements"), including but not limited to Environmental Requirements regarding the storage, use and disposal of Hazardous Materials or Special Wastes to the environment. For purposes of this Agreement the terms "Hazardous Materials" shall refer to those materials, including without limitation asbestos and asbestos-containing materials, polychlorinated biphenyls (PCBs), oil or any other petroleum products, natural gas, source material, pesticide, and any hazardous waste, toxic substance or related material, including any substance defined or treated as a "hazardous substance," "hazardous waste" or "toxic substance" (or comparable term) in the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. Sec. 9601 et seq. (1990), the Toxic Substances Control Act (15 U.S.C. Sec. 2601 et seq. (1990), and any rules and regulations promulgated pursuant to such statutes or any other applicable federal or state statute.

In addition, Environmental Requirements include applicable Environmental Guidelines developed for DIA's Environmental Management System (EMS), as summarized in DIA Rules and Regulations Part 180 (Environmental Management) and DIA's Environmental Policy, both available at www.flydenver.com/biz/index.asp. These Environmental Requirements include, but are not limited to, requirements regarding the storage, use, and disposal of Hazardous Materials, petroleum products; the National Environmental Policy Act (NEPA); the Clean Water Act (CWA); and all other federal, state, and local water, wastewater, and air quality regulations.

B. The Contractor shall acquire all necessary federal, state, local, and airport permits/approvals and comply with all permit/approval requirements.

C. Prior to use, the Contractor shall provide to the City copies of Material Safety Data Sheets (MSDSs) for all chemicals or detergents to be used in its activities for approval. This obligation is continuing for the term of this Agreement, and the Contractor shall provide updated MSDSs and MSDSs for new chemicals, as such information is updated and as new chemicals or detergents are placed into use, as applicable.

D. The Contractor agrees to ensure that its operations hereunder are conducted in a manner that minimizes environmental impact through appropriate preventive measures. The Contractor agrees that it shall be responsible for any notice of violation from CDPHE, the City and County of Denver or the EPA. The Contractor further agrees that it is responsible for the health and safety of its personnel in connection with such environmental requirements.

E. In the case of a release, spill or leak as a result of the Contractor's activities, the Contractor shall immediately control and remediate the contaminated media to applicable federal, state and local standards. The Contractor agrees that in such event it will immediately clean up all spills and the cleanup material must be disposed of offsite at the Contractor's sole expense. The Contractor agrees that it shall reimburse the City for any penalties and all costs and expenses, including without limitation attorney's fees, incurred by the City as a result of the release or disposal by the Contractor of any pollutant or hazardous material on or about the Airport.

5.12 EXISTING UTILITIES AND STRUCTURES

The Contractor shall adequately protect the work, Airport property, adjacent property and the public. In the event of damage to facilities and/or disruption in services at the facilities, as a result of the Contractor's operations or lack thereof when required, the Contractor shall take immediate steps to notify the Contract Administrator and subsequently repair or restore all services to the satisfactory approval of the Contract Administrator. The Contractor shall also provide temporary services to maintain uninterrupted use of the facilities.

All costs involved in making repairs and restoring disrupted service shall be borne by the Contractor, and the Contractor shall be fully responsible for any and all claims resulting from the damage.

The Contract Administrator, at her/his option, may elect to perform such repairs and deduct the cost of such repairs, replacements and outside services from the monthly charges by the Contractor.

SECTION 6 – INDEMNITY; INSURANCE; BONDS

6.01 INSURANCE

A. The Contractor shall obtain and keep in force during the entire term of this Agreement, all of the insurance policies described in the City's form of insurance certificate which is attached to this Agreement as **Exhibit C** and incorporated herein. Such insurance coverage includes workers' compensation and employer liability, commercial general liability, business automobile liability, and if appropriate, professional liability. Upon execution of this Agreement, the Contractor shall submit to the City an ACCORD form, which specifies the issuing company or companies, policy numbers and policy periods for each required coverage.

B. The City's acceptance of any submitted insurance certificate is subject to the approval of the City's Risk Management Administrator. All coverage requirements specified in

the certificate shall be enforced unless waived or otherwise modified in writing by the City's Risk Management Administrator.

C. All certificates required by this Agreement shall be sent directly to Denver International Airport, Risk Management, Airport Office Building, Room 8810, 8500 Peña Boulevard, Denver, Colorado 80249. The City Project/Agreement number and project description shall be noted on the certificate of insurance. The City reserves the right to require complete, certified copies of all insurance policies required by this Agreement at any time.

D. The Contractor shall comply with all conditions and requirements set forth in the insurance certificate for each required coverage during all periods in which coverage is in effect.

E. Unless specifically excepted in writing by the City's Risk Management Administrator, the Contractor shall include all subconsultants performing services hereunder as insureds under each required policy or shall furnish a separate certificate for each subconsultant if requested by City. All coverages for subconsultants shall be subject to all of the requirements set forth in the form certificate and the Contractor shall insure that each subconsultant complies with all of the coverage requirements.

F. The parties hereto understand and agree that the City and County of Denver, its officers, officials and employees, are relying on, and do not waive or intend to waive by any provisions of this agreement, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, §§ 24-10-101 to 120, C.R.S., or otherwise available to the City and County of Denver, its officers, officials and employees.

G. The insurance coverage forms specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Consultant under the terms of this Agreement, including the Indemnification provisions herein. The Consultant shall maintain, at its own expense, any additional kinds and amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

6.02 DEFENSE AND INDEMNIFICATION

A. Contractor hereby agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under this Agreement ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of Contractor or its subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City.

B. Contractor's duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether Claimant has filed suit on the Claim. Contractor's duty to defend and indemnify City shall arise even if City is the only party sued by claimant and/or claimant alleges that City's negligence or willful misconduct was the sole cause of claimant's damages.

C. Contractor will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.

D. Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Contractor under the terms of this indemnification obligation. The Contractor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.

E. This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

6.03 INSPECTION OF RECORDS:

A. During the term of this Agreement, upon request of the Contract Administrator or the City Auditor, the Contractor shall make available all payroll records, training records, books of account, and other relevant records pertinent to the Agreement for the purposes of inspection and audit of such records at the Contractor's office. The Contractor agrees that the City's duly authorized representatives shall, until the expiration of three (3) years after the final payment under this Agreement, have access to and the right to audit, examine and copy any directly pertinent books, documents, papers and records of the Contractor related to work performed under this Agreement.

B. The Contractor agrees that it shall maintain a true and complete cost accounting system acceptable to the Federal Aviation Administration and the City and County of Denver, in accordance with generally accepted accounting principles which are acceptable to the City Auditor. Such system shall be kept in a manner as to allow Contractor's operations hereunder to be distinguishable from all other operations of Contractor. The City, the Federal Aviation Administration, the Comptroller General of the United States and any of their duly authorized representatives shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees that such records will contain information concerning the personnel, hours and specific tasks performed, along with the federal project number, if applicable. The Contractor further agrees to maintain all books, records and reports required under this Agreement for a period of not less than three years after final payment is made and all pending matters are closed, and that the Auditor of the City or any of his duly authorized representatives shall, until the expiration of three (3) years after the final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers and records of the Contractor involving transactions related to this agreement. Subject to the prior written approval of the City and County of Denver, upon termination of this Agreement, the Contractor may surrender to the City all records and documents relating to this Agreement.

In the event such records are not made available in the Denver metropolitan area, Contractor shall pay to the City in full, in advance, travel and related expenses of a City representative to travel to any location outside the Denver area for such examination. Following the travel, expenses shall be reconciled, and any difference between the advance payment and

the actual expenses shall be paid by or refunded to Contractor as appropriate. Such documents shall be available to the City representative within fourteen (14) calendar days of the date of the written request.

The parties agree that any delay in furnishing such records to the City will cause damages to the City which the parties agree are liquidated in the amount of Three Hundred and Fifty Dollars (\$350.00) per day for each day the records are unavailable beyond the date established as the City's notice.

6.04 PAYMENT AND PERFORMANCE BOND

A. A Performance, Payment, and Guarantee Bond satisfactory to the City and County of Denver on the form required by the City, in an amount not less than One Million Dollars (\$1,000,000.00) is required of the Contractor to guarantee that it will perform the work in strict accordance with Agreement Documents and shall pay all debts incurred under this Agreement. The Surety named in the Bond must be authorized to do business in the State of Colorado.

B. This Bond must be either renewed annually by the Surety named in the Bond or replaced with an identical Bond covering the subsequent year of the Agreement issued by another Surety which has been approved in advance by the Manager of Aviation. If the Manager of Aviation does not receive written notice from the Surety in the manner provided in the Bond at least one-hundred and twenty (120) days before it expires or does not receive a substitute Bond in the form required by the City from an approved Surety at least one-hundred and twenty days (120) before the Bond expires, then the Contractor shall be in default of this Agreement and the Manager of Aviation may immediately terminate this Agreement by giving the Contractor written notice of such default. If the City elects to extend the Agreement for additional periods at the same prices, terms and conditions pursuant to Section 3.2 of this Agreement, the Contractor shall obtain and submit either an extension of the existing Performance, Payment and Guarantee Bond or the an identical Bond from another Surety that is acceptable to the City.

C. Under no circumstances shall the City be liable to the Contractor for any costs incurred or payments made by the Contractor to obtain an extension of an existing Bond or a new Bond.

D. The only acceptable alternative to a Performance, Payment, and Guarantee Bond is an Irrevocable Unconditional Letter of Credit from a local financial institution acceptable to the City and County of Denver in the amount of One Million Dollars (\$1,000,000.00). Renewal of said Irrevocable Unconditional Letter of Credit during the term and any one-year extensions of the Agreement shall be as set out above with respect to the Performance, Payment, and Guarantee Bond.

E. The City's forms of Performance, Payment and Guarantee Bond or Irrevocable Unconditional Letter of Credit must be used. Those forms are attached to this Agreement and incorporated herein as **Exhibits D** and **E**. Attorneys-in-Fact who sign Performance, Payment, and Guarantee Bonds must file with such Bonds a certified copy of their Power-of-Attorney to sign such Bonds that is certified to include the date of the Bond.

SECTION 7 - SUBCONTRACTING

7.01 SUBCONTRACTING ALLOWED

The Contractor may sublet portions of the Work. No subcontractor shall in turn subcontract any portion of its work; there shall only be one tier of subcontracting.

7.02 OBLIGATIONS OF CONTRACTOR

The Contractor shall be responsible for any acts or omissions of its employees, agents, suppliers, material men and subcontractors. The Contractor shall make available to each proposed subcontractor, prior to the execution of the subcontract, copies of the Contract. In addition, all work performed for the Contractor by a subcontractor shall be pursuant to an agreement between the Contractor and the subcontractor which shall contain provisions that:

A. Preserve and protect the rights of the City and its funding agencies under the Contract Documents with respect to the work to be performed so that the subcontracting thereof will not prejudice those rights; and

B. Require that the Subcontractor be bound to the Contractor by the terms of the Contract Documents, that its work be performed in accordance with the requirements of the Contract Documents, and with respect to the work it performs, that it assume toward the Contractor all the obligations and responsibilities the Contractor assumes toward the City.

7.03 APPROVAL OF SUBCONTRACTORS

All subcontractors that the Contractor expects to perform Work under this Contract must be approved in writing by the Manager of Aviation before the subcontractor begins work. The Manager may refuse to approve a subcontractor for reasons that include, but are not limited to, the following:

A. Default on a contract within the last five (5) years.

B. Default on a contract that required that a surety complete the contract under payment or performance bonds issued by the surety.

C. Debarment within the last five (5) years by a public entity or any organization that has formal debarment proceedings.

D. Significant or repeated violations of Federal Safety Regulations (OSHA).

E. Failure to have the specific qualifications listed in the Contract Documents for the work that the subcontractor will perform.

F. Failure to have the required City or Colorado licenses to perform the work described in the subcontract.

G. Failure to pay workers the proper wage and benefits or to pay suppliers or subcontractors with reasonable promptness within the last five (5) years.

H. The Subcontractor or any of its officers or employees are convicted, plead nolo contendere, enter into a formal agreement in which they admit guilt, enter a plea of guilty, or otherwise admit culpability to criminal offenses of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, obstruction of justice, undue influence, theft, racketeering, extortion or any offense of a similar nature in connection with the Subcontractor's business.

Before the Manager approves any such subcontractor, the Contractor shall submit to the Manager a statement signed by an officer or principal of the Contractor certifying that the Contractor has investigated the qualifications and background of its proposed subcontractors and identifying the existence of any of the problems listed above or certifying that to the best of his/her knowledge the problems listed do not exist.

7.04 NO CONTRACTUAL RELATIONSHIP

The City does not intend that this Section 7, or any other provision of this Contract, be interpreted as creating any contractual relationship between the City and any subcontractor. The City does not intend that its approval of a subcontractor will create in that subcontractor a right to any subcontract. The City's approval of a subcontractor does not relieve the Contractor of its responsibilities to the City for the work to be performed by the subcontractor.

7.05 DIVERSITY AND INCLUSIVENESS

The City encourages the use of qualified small business concerns doing business within the metropolitan area that are owned and controlled by, economically or socially disadvantaged individuals.

The Contractor is encouraged, with respect to the goods or services to be provided under this Contract, to use a process that includes small business concerns, when considering and selecting any subcontractors or suppliers.

SECTION 8 – WAGES AND SALARIES

8.01 PAYMENT OF PREVAILING WAGES

A. Pursuant to Section 20-76 of the Denver Revised Municipal Code, the Contractor and each of its subcontractors shall pay every worker, laborer or mechanic employed by it directly upon the site of the work under this Contract the full amounts accrued at the time of payment, computed at wage rates not less than those shown on the current prevailing wage rate schedule for each class of employees performing work for the Contractor and its subcontractors under this Agreement (**See Exhibit F**). The wages shall be those prevailing as of the date of this Contract, and the Contractor shall post in a prominent and easily accessible place in its work area at the Airport, a copy of the wage rates for the positions or positions to which the prevailing wage ordinance applies. All construction workers, mechanics and other laborers shall be paid at least once per week; non-construction workers such as janitorial or custodial workers shall be paid at least twice per month.

B. The Contractor shall furnish to the City Auditor or his authorized representative, each week during which work is performed under this Contract, a true and correct copy of the payroll records of all workers employed to perform the work, to whom the prevailing wage ordinance applies. All such payroll records shall include information showing the number of hours worked by each worker, the hourly pay of such worker, any deductions made from pay, and the net amount of pay received by such worker for the period covered by the payroll. The payroll record shall be accompanied by a sworn statement of the Contractor that the copy is a true and correct copy of the payroll records of all workers performing such work, either for the Contractor or a subcontractor, that payments were made to the workers as set forth in the payroll records, that no deductions were made other than those set forth in such records, and that all workers were paid the prevailing wages as set forth in this Contract.

C. If the term of this Contract extends for more than one year, the minimum City prevailing wage rates that contractors and subcontractors shall pay during any subsequent yearly period or portion thereof shall be the wage rates in effect on the yearly anniversary date of this Contract which begins such subsequent period. Decreases in prevailing wages subsequent to the date of this Contract shall not be effective except on the yearly anniversary date of this Contract. In no event shall any increases in prevailing wages after the first anniversary of this Contract result in any increased liability on the part of the City and the possibility and risk of any such increase is assumed by the Contractor.

D. If the Contractor or any subcontractor fails to pay such wages as required herein, the City Auditor shall not approve any warrant or demand for payment to the Contractor until the Contractor furnishes to the Auditor evidence satisfactory to the Auditor that such wages so required by this Contract have been paid. The Contractor may utilize the procedures set out in D.R.M.C. §20-76(d)(4) to satisfy the requirements of this provision.

E. If any worker to whom the prevailing wages are to be paid, employed by the Contractor or any subcontractor to perform work hereunder, has not been or is not being paid a rate of wages required by this Section 8, the Manager of Aviation may by written notice to the Contractor, suspend by a stop-work order or terminate the Contractor's services hereunder, or the part of such services performed by such workers. The issuance of a stop-work order shall not relieve the Contractor or its sureties of any obligations or liabilities to the City under this Contract, including liability to the City for any extra costs incurred by it in obtaining substitute services for Airport facilities while any such stop-work order is in effect or following termination for such cause.

F. Payment of "Fringe Benefits" as determined by the Career Service Board's current prevailing wage schedule is required except when the vendor attaches to his/her proposal a Conversion Fringe Benefit Schedule approved by the Career Service Authority as applicable to this contract only, and in which event, the vendor and all subcontractors hereunder as a part of this contract shall be required to pay to the workers, mechanics, and laborers affected, the approved conversion in lieu of the "Fringe Benefits" set forth in the Prevailing Wage Schedule.

SECTION 9 - CONTRACT ADMINISTRATION; CONTRACT DOCUMENTS

9.01 AUTHORITY OF THE CONTRACT ADMINISTRATOR

A. The day to day administration of this Contract is vested in the Airport's Contract Administrator. The Contract Administrator or other City representative is to have free access to the Contractor's work areas at the Airport. The Contract Administrator or other City representative shall have the right to inspect facilities and equipment to ensure compliance with the Contract. The Contract Administrator will decide any and all questions which may arise as to the quality and acceptability of supplies and equipment furnished and work performed, and as to the manner of performance and rate of progress of the work.

B. The Contract Administrator may make changes in the specifications of work performed by the Contractor, if such changes do not alter the general nature of the work being performed. Notice to the Contractor of such changes will be made orally if the duration of such changes is less than one week; otherwise, notice will be given in writing.

9.02 CONTRACTOR'S UNSATISFACTORY PERFORMANCE

If, in the opinion of the Manager, the Contractor's performance under this Contract becomes unsatisfactory, the City shall notify the Contractor in writing, specifying the instances of unsatisfactory performance. The Contractor will have three (3) days from the time of such notice to correct any specific instances of unsatisfactory performance. In the event the unsatisfactory performance is not corrected within the time specified above, the City shall have the immediate right at the Contractor's sole expense to complete the work to its satisfaction and the City shall deduct the cost to cover same from any balances due or to become due the Contractor.

9.03 RESERVED

9.04 DISPUTE RESOLUTION

Disputes arising out of this Agreement shall be resolved by administrative hearing before the Manager of Aviation following the procedures outlined in Denver Revised Municipal Code Section 5-17. It is further agreed that no cause of action shall be brought against the City until there has been full compliance with the terms of this Section.

9.05 CONTRACT DOCUMENTS; ORDER OF PRECEDENCE

This Contract consists of Sections 1 through 11, which precede the signature page, and the following appendixes and exhibits, which are incorporated herein and made a part hereof by reference:

Appendix No. 1	Standard Federal Assurances
Appendix No. 2	Nondiscrimination in Airport Employment Opportunities
Exhibit A	Scope of Work
Exhibit B	Contractor's Proposal (Excerpts)
Exhibit C	City and County of Denver Insurance Certificate
Exhibit D	Payment and Performance Bond
Exhibit E	Irrevocable Letter of Credit

Exhibit F
Exhibit G

Prevailing Wage Rate Schedule
Executive Order 136 Non-displacement of Qualified
Workers under City Service Contracts

In the event of an irreconcilable conflict between (i) a provision of Sections 1 through 11 and any of the listed appendixes and exhibits or (ii) between provisions of any appendix or exhibit, such that it is impossible to give effect to both, the order of precedence to determine which document shall control to resolve such conflict, is as follows, in descending order:

Appendices No. 1 and 2
Sections 1 through 11 hereof
Exhibit C
Exhibit A
Exhibit B
Exhibit D
Exhibit E
Exhibit F
Exhibit G

SECTION 10 – DEFAULT; REMEDIES; TERMINATION

10.01 TERMINATION FOR CONVENIENCE OF THE CITY

The Manager, upon giving a minimum of thirty (30) days written notice may terminate this contract, in whole or in part, when it is in the best interest of the City. If this Contract is so terminated, the City shall be liable only for payment in accordance with the payment provisions of this Contract for services rendered prior to the effective date of termination.

10.02 DEFAULT

The following are events of default under this Contract:

A. In the opinion of the Manager, the Contractor fails to perform adequately the services required in the contract.

B. In the opinion of the Manager the Contractor fails to perform the required work within the time stipulated in the contract.

C. In the opinion of the Manager, the Contractor provides material that does not meet the requirements of the Contractual Agreement

D. In the opinion of the Manager, the Contractor attempts to impose on the City and County of Denver materials, products, service or workmanship which is of an unacceptable quality.

E. In the opinion of the Manager, the Contractor fails to make progress in the performance of the requirements of the contract and/or gives the City and County of Denver a

positive indication that the Contractor will not or cannot perform to the requirements of the Contractual Agreement.

F. The Contractor is in default under any other contract, purchase order or agreement with the City.

G. The Contractor becomes insolvent, or takes the benefit of any present or future insolvency or bankruptcy statute, or makes a general assignment for the benefit of creditors, or consents to the appointment of a receiver, trustee or liquidator of any or substantially all of its property.

H. The Contractor transfers its interest under this Contract, without the prior written approval of the City, by reason of death, operation of law, assignment, sublease or otherwise, to any other person, entity or corporation.

I. The Contractor gives its permission to any person to use for any illegal purpose any portion of the Airport made available to Contractor for its use under this Agreement.

J. The Contractor fails to comply with any of the provisions of this Contract concerning Airport security.

K. The Contractor or any of its officers or employees are convicted, plead nolo contendere, enter into a formal agreement in which they admit guilt, enter a plea of guilty, or otherwise admit culpability to criminal offenses of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, obstruction of justice, undue influence, theft, racketeering, extortion, or any offense of a similar nature, in connection with Contractor's business.

L. The Contractor fails to keep, perform and observe any other promise, covenant or agreement set forth in this Contract, and such failure continues for a period of more than 30 days after delivery by the City of a written notice from the Manager of such breach or default, except where a shorter period is specified herein, or where fulfillment of its obligation requires activity over a period of time and Contractor within 10 days of notice commences in good faith to perform whatever may be required to correct its failure to perform and continues such performance without interruption except for causes beyond its control.

10.03 REMEDIES

If Contractor commits an Event of Default, as described in Section 10.02, the City may exercise any one or more of the following remedies:

A. The City may elect to allow this Contract to continue in full force and effect and to enforce all of City's rights and remedies hereunder.

B. The City may cancel and terminate this Contract upon giving 10 days written notice to Contractor of its intention to terminate; provided, however, that if the Contractor has committed an Event of Default as defined in Subsections 10.02(H), (I), (J) or (K), termination may be effective either immediately upon notice, or within a stated period after notice, as determined by the Manager in her discretion.

C. Perform any test or analysis on materials as to whether they conform in all respects to the specifications of the Contractual Agreement. If the results indicate non-compliance with the specifications, any actual expense of testing will be borne by the vendor.

D. The City may obtain necessary services in the open market, or otherwise perform or obtain performance of the services covered by this Contract, at the expense of the Contractor. The City may recover any actual excess costs by: (1) deduction from an unpaid balance; (2) collection against the Contractor's performance bond; or (3) any combination of the two foregoing methods. Nothing herein shall prevent the City from using any other method of collection available to it.

10.04 REMEDIES CUMULATIVE

The remedies provided in this Contract shall be cumulative and shall in no way affect any other remedy available to the City under law or in equity.

SECTION 11- GENERAL CONDITIONS

11.01 COLORADO OPEN RECORDS ACT

The Contractor acknowledges that the City is subject to the provisions of the Colorado Open Records Act, Colorado Revised Statutes §24-72-201 et seq., and all documents prepared or provided by Contractor under this Agreement may be subject to the provisions of the Colorado Open Records Act. Any other provision of this Agreement notwithstanding, including exhibits, attachments and other documents incorporated into this Agreement by reference, all materials, records and information provided by the Contractor to the City shall be considered confidential by the City only to the extent provided in the Open Records Act and the Contractor agrees that any disclosure of information by the City consistent with the provisions of the Open Records Act shall result in no liability of the City. The Contractor agrees that it will fully cooperate with the City in the event of a request for disclosure of such documents or a lawsuit arising under such act for the disclosure of any documents or information, which the Contractor asserts, is confidential and exempt from disclosure.

In the event of a request to the City for disclosure of such information, time and circumstances permitting, the City will make a good faith effort to advise the Contractor of such request in order to give the Contractor the opportunity to object to the disclosure of any of material the Contractor may consider confidential, proprietary or otherwise exempt from disclosure. In the event of the filing of a lawsuit to compel disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and the Contractor agrees it will either intervene in such lawsuit to protect materials the Contractor does not wish disclosed, or waive any claim of privilege or confidentiality. If the Contractor chooses to intervene in such a lawsuit and oppose disclosure of any materials, the Contractor agrees to defend, indemnify, and save and hold harmless the City, its officers, agents, and employees, from any claim, damages, expense, loss or costs arising out of the Contractor's intervention including, but not limited to, prompt reimbursement to the City of all reasonable attorney fees, costs and damages that the City may incur directly or may be ordered to pay by such court.

11.02 BOND ORDINANCES; GOVERNING LAW; VENUE; SERVICE OF PROCESS

This Contract shall be deemed to have been made in, and shall be construed in accordance with the laws of, the State of Colorado and the Charter and Ordinances of the City and County of Denver. This Agreement is in all respects subject and subordinate to any and all City bond ordinances applicable to the Denver Municipal Airport System and to any other bond ordinances which amend, supplement or replace such bond ordinances. Venue for any action hereunder shall be in the City and County of Denver, State of Colorado. The Contractor agrees that any and all notices, pleadings and process may be made by serving two copies of the same upon the Colorado Secretary of State, State Capitol, Denver, Colorado, and by mailing by return mail an additional copy of the same to the Contractor at the address shown herein; that said service shall be considered as valid personal service, and judgment may be taken if, within the time prescribed by Colorado law or Rules of Civil Procedure, appearance, pleading or answer is not made.

11.03 NO DISCRIMINATION IN EMPLOYMENT

In connection with the performance of work under this contract, the Contractor agrees not to refuse to hire, nor to discharge, promote or demote, nor to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status or physical or mental disability; and the Contractor further agrees to insert the foregoing provision in all subcontracts hereunder.

11.04 ASSIGNMENT OF CONTRACT

The Contractor may not assign or otherwise transfer any of its rights or obligations under this Contract without the prior written approval of the Manager. If the Contractor attempts to assign or transfer any of its rights or obligations hereunder without obtaining the prior written consent of the Manager, the Manager may elect to terminate this Contract. The Manager has the sole and absolute discretion to grant or deny any transfer or assignment request.

11.05 NONEXCLUSIVE CONTRACT

This is a non-exclusive Contractual Agreement. In the City's best interests, the City reserves the right to purchase the same materials and services through other procurements.

11.06 NO THIRD PARTY BENEFICIARIES

This Contract does not, and shall not be deemed or construed to confer upon or grant to any third party or parties any right to claim damages or to bring any suit, action or other proceeding against either the City or the Contractor because of any breach hereof or because of any of the terms, covenants, agreements and conditions herein contained. Any person other than the City or the Contractor receiving any benefit hereunder shall be deemed to be an incidental beneficiary only.

11.07 RISK OF LOSS

Contractor agrees to bear all risk of loss, injury, or destruction of goods and materials ordered as a result of this Proposal which occur prior to delivery to the City and County of Denver; and such loss, injury or destruction shall not release Contractor from any obligation hereunder.

11.08 PATENTS AND TRADEMARKS

A. The Contractor covenants that it is the owner of or fully authorized to use any and all services, processes, machines, articles, marks, names or slogans to be used by it in its operations under or in any way connected with this Contract. The Contractor agrees to save and hold the City, its officers, employees, agents and representatives free and harmless of and from any loss, liability, expenses, cost, suit or claim for damages in connection with any actual or alleged infringement of any patent, trademark or copyright arising from any alleged or actual unfair competition or other similar claim arising out of the operations of the Contractor under or in any way connected with this Contract.

B. The Contractor agrees that it will not engage in or allow its employees, subcontractors or agents to engage in, any unauthorized use or infringement of any trademark or copyright. The Contractor agrees to save and hold the City free and harmless of and from any loss, liability, expenses, cost, suit or claim for damages in connection with any infringement by the Contractor or its officers, employees, subcontractors, agents or representatives, of any trademarks or copyrights, arising out of the operations of the Contractor under or in any way connected with this Contract.

11.09 MASTER PLAN

No liability shall attach to the City, its officers, agents and employees by reason of any efforts or action toward implementation of any present or future master plan for the development or expansion of DIA and the Contractor waives any right to claim damages or other consideration arising therefrom.

11.10 STATUS OF CONTRACTOR AS INDEPENDENT CONTRACTOR; CITY DOES NOT FURNISH UNEMPLOYMENT OR WORKERS COMPENSATION COVERAGE:

A. It is understood and agreed by and between the parties that the status of the Contractor shall be that of an independent contractor retained on a contractual basis to perform professional or technical services for limited periods of time as described in Section 9.1.1.E(x) of the Charter of the City, and it is not intended nor shall it be construed that the Contractor, its employees, or its subcontractors are employees or officers of the City under Chapter 18 of the Revised Municipal Code or for any purpose whatsoever.

B. Without limiting the foregoing, the parties hereby specifically acknowledge that the Contractor is not entitled to unemployment insurance benefits unless the unemployment compensation coverage is provided by the Contractor or some other entity besides the City, that the Contractor is not entitled to worker's compensation benefits from the City, and that the Contractor is obligated to pay federal and state income tax on moneys earned pursuant to this Agreement. The parties further acknowledge that the provisions of this paragraph are consistent with the Contractor's insurance obligations which are set forth in this Agreement.

11.11 NO WAIVER OF RIGHTS

No assent, expressed or implied, to any breach of any one or more of the covenants, provisions and agreements of this Contract shall be deemed or taken to be by the City a waiver of any succeeding or other breach.

11.12 NOTICES

Notices concerning termination of this Contract, notices of default, notices of violations of the terms or conditions of this Contract, and other notices of similar importance shall be made:

by Contractor to:

Manager of Aviation
Airport Office Building, 9th Floor
Denver International Airport
8500 Peña Boulevard
Denver, CO 80249

by City to:

ISS Facility Services Inc.
2000 Clay Street Suite 100
Denver CO 80211

Either party hereto may designate in writing from time to time the address of substitute or supplementary persons within the State of Colorado to receive such notices.

11.13 FEDERAL PROVISIONS

This contract is subject and subordinate to the terms, reservations, restrictions and conditions of any existing or future agreements between the City and the United States, the execution of which has been or may be required as a condition precedent to the transfer of federal rights or property to the City for airport purposes, and the expenditure of federal funds for the extension, expansion or development of Denver International Airport. The provisions of the attached Appendices Nos. 1 and 3 are incorporated herein by reference.

11.14 PROVISION FOR PROFESSIONAL/TECHNICAL SERVICES AGREEMENTS (CONTRACTORS) UNDER §8-17.5-101 – 102, C.R.S. AND D.R.M.C. §20-90

No Employment of Illegal Aliens to Perform Work Under the Agreement.

(a) The Agreement is subject to Article 17.5 of Title 8, Colorado Revised Statutes, and Den. Rev. Mun. Code 20-90 and the Contractor is liable for any violations as provided in said statute and ordinance.

(b) The Contractor certifies that:

(1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.

(2) It will participate in the E-Verify Program, as defined in § 8 17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.

(c) The Contractor also agrees and represents that:

(1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

(2) It shall not enter into a contract with a subcontractor or subconsultant that fails to certify to the Contractor that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.

(3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.

(4) It is prohibited from using either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and it has complied with all federal requirements regarding the use of the E-Verify program, including, by way of example, requirements related to employee notification and preservation of employee rights.

(5) If it obtains actual knowledge that a subcontractor or subconsultant performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subcontractor and the City within three days. The Contractor will also then terminate such subcontractor or subconsultant if within three days after such notice the subcontractor or subconsultant does not stop employing or contracting with the illegal alien, unless during such three day period the subcontractor or subconsultant provides information to establish that the subcontractor or subconsultant has not knowingly employed or contracted with an illegal alien.

(6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S. or the City Auditor under authority of Den. Rev. Mun. Code 20-90.3.

11.15 USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS

The Contractor and Contractor's agents shall cooperate and comply with the provisions of the City and County of Denver Executive Order No. 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring the Contractor and Contractor's agents from City facilities or participating in City operations.

11.16 CITY SMOKING POLICY

Contractor acknowledges that smoking is not permitted in Airport buildings and facilities except for designated Airport Smoking Concessions, and so agrees that it will prohibit smoking by its employees and the public in indoor areas and within 15 feet of entryways of the Airport Premises, except as may otherwise be permitted by the Colorado Clean Indoor Air Act, C.R.S. §§ 25-14-201 to 209. Contractor and its officers, agents, and employees shall cooperate and comply with the provisions of the Denver Revised Municipal Code, §§ 24-301 to 317 et. seq., the Colorado Clean Indoor Air Act, C.R.S. §§ 25-14-201 to 209, City's Executive Order No. 99 dated December 1, 1993, and Executive Order No. 13 dated July 31, 2002.

11.17 SOLICITING

No soliciting for any purpose is allowed on Airport premises by the Contractor's employees. The Contractor shall inform its employees of this Agreement requirement prior to the time each such employee shall begin work for the Contractor at Denver International Airport.

11.18 GRATUITIES

Neither the Contractor nor its employees, officers and agents shall solicit or accept gratuities for any reason whatsoever from any employee of the City or the General Public.

11.19 ADVERTISING AND PUBLIC DISCLOSURES

The Contractor shall not include any reference to this Agreement or to work performed hereunder in any of its advertising or public relations materials without first obtaining the written approval of the Manager, which will not be unreasonably withheld. Nothing herein, however, shall preclude the transmittal of any information to officials of the City, including without limitation, the Mayor, the Manager of Aviation, member or members of City Council, or the Auditor.

11.20 GREENPRINT DENVER POLICY AND GUIDANCE:

Contractor shall, when applicable and practicable, follow standards and recommendations of the United States Environmental Protection Agency EPP program, the Green Seal organization, and standards and practices specified by the U.S. Green Building Council, including the Leadership in Energy and Environmental Design (LEED) program. Contractor shall fully implement all appropriate LEED-EB principals to minimize negative economic, environmental, and public health impacts of its operations and maintenance. Services must meet any directly applicable LEED-EB standards, and otherwise help the City realize the goals of Greenprint Denver.

11.21 ESTIMATED QUANTITIES

The approximate service needs outlined herein are estimated as closely as possible. However, the City neither states nor implies any guarantee that actual service utilization will equal the estimate. It is the intent of this Contract that the City will be supplied with more or less of the services outlined herein according to actual needs.

11.22 TIME IS OF THE ESSENCE

In the performance of this contract by the Contractor, time is of the essence.

11.23 CONFLICT OF INTEREST

The Contractor represents and warrants that it is under no obligation or restriction, nor will the Contractor assume any obligation, which would in any way interfere with or be inconsistent with the services to be furnished by the Contractor under this Contract.

11.24 ADVERTISING AND PUBLIC DISCLOSURES

The Contractor shall not include any reference to this Contract or to work performed hereunder in any of its advertising or public relations materials without first obtaining the written approval of the Manager, which will not be unreasonably withheld. Nothing herein, however, shall preclude the transmittal of any information to officials of the City, including without limitation, the Mayor, the Manager of Aviation, member or members of City Council or the City Auditor.

11.25 SEVERABILITY

If any of the provisions of this Contract are held to be unenforceable or invalid by any court of competent jurisdiction, the remaining provisions herein which are severable shall not be affected.

11.26 ENTIRE CONTRACT

The parties acknowledge and agree that the provisions contained herein constitute the entire agreement between the parties as to the subject matter hereof, and that all representations made by any officer, agent or employee of the respective parties unless included herein are null and void and of no effect. No alterations, amendments, changes or modifications to this Contract, except those which are expressly reserved herein to the Manager, shall be valid unless they are contained in an instrument which is executed by all the parties with the same formality as this Contract.

11.27 ELECTRONIC SIGNATURES AND ELECTRONIC RECORDS:

Contractor consents to the use of electronic signatures by the City. The Agreement, and any other documents requiring a signature hereunder, may be signed electronically by the City in the manner specified by the City. The Parties agree not to deny the legal effect or enforceability of the Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of the Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the ground that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

11.28 CITY EXECUTION OF CONTRACT

This Contract is expressly subject to, and shall not become effective or binding on the City, until it is fully executed by all signatories of the City and County of Denver.

END OF PAGE

Contract Control Number:

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at
Denver, Colorado as of

SEAL

CITY AND COUNTY OF DENVER

ATTEST:

By_____

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By_____

By_____

By_____



Contract Control Number: PLANE-201206835-00

Contractor Name: ISS FACILITY SERVICES INC

By: *[Signature]*

Name: *Scott Munnery*
(please print)

Title: *V.P. Assistant Director*
(please print)

ATTEST: [if required]

By: _____

Name: _____
(please print)

Title: _____
(please print)



APPENDIX NO. 1

STANDARD FEDERAL ASSURANCES AND NONDISCRIMINATION

NOTE: As used below the term "Contractor" shall mean and include the second party to the contract, and the term "sponsor" shall mean the "City".

During the term 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 shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, and Title 14, CFR, Part 152, Subpart E, as they may be amended from time to time (hereinafter referred to as the Regulations), 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, shall not discriminate on the grounds of race, creed, color, national origin, or sex in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Title 49, Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontractors, 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 shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall 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 (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the sponsor of the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Contractor under the contract until the Contractor complies, and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The Contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

7. The Contractor for itself, representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this agreement for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the Contractor shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

8. The Contractor for itself, representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land: (1) that no person on the grounds of race, color, sex, creed or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, sex, creed or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Contractor shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

9. NONDISCRIMINATION IN AIRPORT EMPLOYMENT OPPORTUNITIES

The Contractor assures that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.

It is unlawful for airport operators and their lessees, tenants, concessionaires and consultants/contractors to discriminate against any person because of race, color, national origin, sex, creed, or handicap in public services and employment opportunities.

APPENDIX NO. 2

DISADVANTAGED BUSINESS ENTERPRISES - REQUIRED STATEMENTS

Policy. It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.

DBE Obligation. The City and its contractors agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The City and its contractors shall not discriminate on the basis of race, color, sex, creed or national origin in the award and performance of DOT-assisted contracts.

49 CFR 26.5 defines a DOT-assisted contract as “any contract between a recipient and a contractor (at any tier) funded in whole or in part with DOT financial assistance, including letters of credit or loan guarantees.” “Contractor” means one who participates through a contract or subcontract (at any tier) in a DOT-assisted highway, transit, or airport program.

EXHIBIT A

Scope of Work for 0077A Revised
Janitorial Services (Alfresco #201206835)

Scope of Work

A.1 DEFINITIONS:

Contract Compliance Group: The Manager of Aviation's designated employees that have authority and responsible for maintaining the compliance of the Janitorial and Snow Removal Services Contract. The management actions that must be taken to assure full compliance with all of the terms and conditions contained within the Contract document, including price. Action steps that assure that the Contractor is in full compliance with the entire contract. Contract administration activities include payment, monitoring of progress, inspection and acceptance, quality assurance, monitoring and surveillance, modifications, negotiations, contract closeout, and other activities.

Contract Administrator: The authorized representative(s) for day-to-day administration of the services under this Agreement. The contract administrator shall be an employee(s) of the Airport Maintenance Division.

Contract Compliance Technician (CCT): The contract administrator may appoint representatives as CCT(s) to monitor and inspect the performance of the work. The CCTs shall be employees of the Airport Maintenance Division.

Contractor Project Manager: The Contractor's designated individual within the firm to administer the DIA Janitorial and Snow Removal Services Contract.

Contractor Assistant Project Manager: The Contractor's designated individual to assist the Contractor's Project Manager with the administration of the DIA Janitorial and Snow Removal Services Contract.

Shift Foreman: The Contractor's designated individual within the firm to supervisor duties performed during the shifts as specified the DIA Janitorial and Snow Removal Services Contract.

Snow Event Alert Levels:

Event Level	Parameters
Cautionary	Up to 1"
Snow Alert A	>1" to 3"
Snow Alert B	>3" to 10"
Snow Emergency	>10" and/or winds 25kts or >

A.2 DAMAGE TO CITY PROPERTY:

The Contractor shall submit a written report of any damages to the building, furniture, fixtures or equipment caused by its employee within (24) hours of the incident. Contractor shall be held liable for any damage caused by the negligence of their employees. Cost of repair or replacement may be deducted from amount owed by the City to the contractor.

A.3 EXCLUSIVE PERFORMANCE:

Neither the Contractor nor any of his/her employees shall perform any outside work at the Airport other than that which is defined herein, except as permitted in writing by the Deputy Manager of Airport Maintenance. When such other work is approved, it is expressly understood that the needs of the Department of Aviation are to have precedence over any such work.

A.4 AUTHORITY OF THE CONTRACT ADMINISTRATOR:

The administration of this Contract is vested in the Manager of Aviation who shall appoint a designee or group of City employees to serve as the contract administrator .

The contract administrator shall have free access to the materials and work at all times for measuring and inspection the work and the Contractor shall afford the contract administrator all of the necessary facilities and assistance to do so.

The contract administrator shall decide any and all questions which may arise as to the quality, safety and acceptability of supplies, tools, parts and equipment furnished and quality of work performed, and as to the manner of performance and timely progress and completion of the work.

The contract administrator shall decide any and all operational questions that may arise as to the interpretation of the Proposal relating to the work and fulfillment of the Contract on the part of the Contractor.

The contract administrator shall not act as a foreman, perform other duties for the Contractor, nor interfere with the management of the work of the Contractor. Any advice (both verbal and non-verbal) given the Contractor shall in no way be construed as binding to the City, or releasing the Contractor from fulfilling all the requirements of the Contract. The contract administrator shall work with the Contractor's Project Manager, Assistant Project Manager and/or Shift Foreman when making requests of the Contractor. The contract administrator shall not make requests directly to Employees or Supervisors of the Contractor. Any and all advice shall be confirmed by both parties in writing.

A.5 AUTHORITY OF THE CONTRACT COMPLIANCE TECHNICIANS:

The contract administrator may appoint representatives as Contract Compliance Technician(s) (CCT) to monitor and inspect the performance of the work. The CCT shall be employees of the Airport Maintenance Division.

The contract administrator and CCTs are not authorized to revoke, alter or waive any requirements of the Contract. The CCTs are authorized to call the attention of the Contractor or

Contractor's authorized representative(s) as well as Shift/Area Supervisor(s) to any non-performance of the work or Contract non-compliance.

The CCT shall have the authority to suspend the work until any questions at issue can be referred to and decided by the contract administrator. CCTs will conduct daily inspections of all work performed and shall have the authority to approve or disapprove such work and require that it be completed satisfactorily.

The CCT shall in no case act as a foreman or perform other duties for the Contractor nor interfere with the management of the work by the latter. Any advice given the Contractor shall in no way be construed as binding to the City, or releasing the Contractor from fulfilling all the requirements of the Contract. Any and all additional instructions received by the Contractor verbally shall be confirmed in writing by both parties.

A.6 ACCESS TO PREMISES:

The Contractor shall not permit any individual to have keys for access to locked rooms designated herein until it has been determined that permitting such person(s) to have such access will not be contrary to the City's interest, and that the individual(s) is authorized to be admitted in accordance with applicable orders, rules, regulations and instructions.

Access routes, entrance gates or doors, parking and storage areas, etc., and any imposed time limitations shall be designated by the contract administrator. The Contractor shall conduct his/her operations in strict observation of the access routes and other areas established as described above.

Under no circumstances shall any of the Contractor's personnel, vehicles or equipment enter or move upon any area not authorized by the contract administrator for access by the Contractor.

A.7 ACCIDENT REPORTS:

The Contractor shall promptly notify the contract administrator of any accidents involving bodily injury to workers, building occupants, passengers, equipment, or other persons. Notification shall be made in writing on forms developed the Contractor for this purpose.

A.8 BLOODBORNE PATHOGEN SAFETY PROGRAM:

The Contractor shall be responsible for developing and implementing a Blood borne Pathogens Safety & Training Program for workers involved with trash removal, restroom cleaning, dispenser servicing, and cleaning of blood and other body fluid spills. This program will cover all employees potentially exposed to blood and other bodily fluids, with the goal of preventing the transmission of pathogens such as HIV and Hepatitis B. At a minimum, the following items must be included in the Blood borne Pathogens Safety Program:

- Universal Precautions – According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Medical Evaluations – Employees will be provided with medical evaluations and procedures, including the Hepatitis B (HBV) vaccination series and post-exposure evaluation and follow-up.

- Personal protective equipment (PPE) – When there is occupational exposure, the employees shall be provided by the Contractor with appropriate personal protective equipment such as gloves, gowns, face shields, masks, and eye protection. PPE must not permit blood or other potentially infectious materials to reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes.
- General exposure control methods (all exposure incidents will be reported to the supervisor immediately).
- Clean up procedures, waste storage and disposal, care of PPE, laundry, and housekeeping practices.

NOTE: Copies of the Blood borne Pathogens Safety Program will be provided to employees upon request.

Training

- New employees will be trained in the Blood borne Pathogens Safety Program before assignment. All current employees will receive annual refresher training in the following:
 - Explain the symptoms of blood borne diseases.
 - Explain the modes of transmission of blood borne pathogens.
 - Explain the contents of the Blood borne Pathogens Safety Program.
 - Describe the methods of controlling transmission of HBV and HIV.
 - Explain how to recognize occupational exposure.
 - Explain the use and limitations of work practices, and PPE.
 - Inform workers about the free Hepatitis B vaccination.
 - Explain the emergency procedures for the reporting of exposure incidents.
 - Inform workers of the post-exposure evaluation and follow-up available from healthcare professionals.
 - Describe how to select, use, remove, handle, decontaminate, and dispose of PPE.
 - Explain the basis of PPE selection.
 - Explain the use of labels, signs, and color-coding.
 - Proper response to large spills of blood or bodily fluids.

NOTE: Copies of medical and training records will be maintained for three years.

Specific Procedures

- All workers cleaning restroom areas shall be required to wear rubber gloves at all times.
- At a minimum, all workers involved in cleaning blood or other body fluid spills will wear gloves and eye protection.
- Surfaces contaminated with blood or other body fluids shall be cleaned and rinsed with a solution of EPA approved, hospital-grade, and phonemic-based disinfectant cleaner.
- Personnel with open sores or cuts will not be involved in cleanup activities.

- Soiled cleaning solutions and body fluids may be disposed of by dumping into a sanitary sewer.

A.9 BUSINESS OFFICE:

The City will provide, at no expense to the Contractor, office space, storage space and utilities as reasonably necessary for the performance of the Contractor's duties at the Denver International Airport facility. These offices will include, at a minimum the following facilities:

- Business offices suitable for the management of the Contract.
- Break rooms for Contractor employees.
- Storage rooms as needed by the Contractor/snow equipment storage included.
- Laundry room and laundry hookups for the Contractor.
- Equipment repair facility.

A.10 CHEMICAL PURCHASE:

The Contractor shall furnish all chemicals necessary to perform the work in accordance with the Contract Documents.

This Contract requires the use of certain products that might be considered "special" in nature. Contractors should take special note of such product recommendations and/or requirements as outlined herein and especially as it pertains to Stone Floor Care.

A.11 CLEANING VENDING AREAS:

The Contractor will not be required to do any cleaning in food service areas, including food court areas in the Main Terminal, or on Concourses A, B and C. However, the Contractor will provide cleaning services in vending areas.

Necessary policing and cleaning of vending machine areas, where it is not done by machine operators, will be accomplished periodically during each workday.

A.12 CONTRACTOR'S MANAGERS:

The Contractor shall provide a full-time, on-site Project Manager, trained, qualified, and acceptable to the Airport's contract administrator, exclusively for this Contract. The Project Manager shall have full authority to act for the Contractor and at all times to carry out the provisions of this Contract. If the Project Manager is absent, the Contractor shall, at all times, provide, on-site, an equally qualified and competent alternate that has been given full authority to carry out the duties of the positions as required.

The Project Manager, or his/her alternate, shall make sufficient daily inspections to ensure the work is performed as specified. The Project Manager, or his/her alternate or designee, shall use work assignment sheets, summary sheets of inspection and reporting detailed in this Special Conditions, plus tool and equipment checklist for each assignment to record discrepancies. The Project Manager, or his/her alternate or designee, shall provide a copy of these, or an equivalent reporting tool, to the contract administrator, or his/her representative, each day.

The Contractor agrees that it shall obtain the approval of the Airport's Contract Manager of the Contractor's proposed Project Manager. The Contractor shall submit a resume of the proposed Project Manager, along with other information reasonably requested by the City, in order to obtain such approval. The resume of the proposed Project Manager and Project Manager's Alternate(s) must be included with this Proposal. In addition to the resume of the Project Manager the Contractor shall submit signed affidavits from the proposed Project Manager and each equally qualified and competent alternate, that will be charged with full authority when the Project Manager is absent (such as the Assistant Project Manager and Operations Manager), stating that he/she is already an employee of the Contractor, and will be reassigned to Denver International Airport, or if not an employee, that he/she has entered into an agreement with the Contractor to provide services at Denver International Airport.

The Contractor's Project Manager and each equally qualified and competent alternate, that is a full-time, on-site individual, will be charged with full authority when the Project Manager is absent (such as the Assistant Project Manager and Operations Manager(s)), shall meet at least the following minimum qualifications:

Eight (8) years management experience in the janitorial industry.

Three (3) years experience managing a contract in a 24 hour per day, 365 day per year operation. Said experience shall be in a comparable position, managing no less than one hundred (100) employees.

The Operations Managers shall make sufficient daily inspections to ensure the work is performed as specified. Managers will be expected to vary working hours from time to time in order to observe, become familiar with and adequately supervise all shifts of the 24 hour, 7 day per week, 365 days operation. All Manager(s) shall be responsible for administering this Contract, and/or specific aspect(s) associated with this Contract, daily, during various shifts.

The Contractor shall also provide full-time, on-site Manager(s) that are trained, qualified, and acceptable to the Contractor Administrator, exclusively for this Contract, responsible for administering the repair and maintenance of vehicles, equipment, dispensers, tools, etc., function associated with this Contract; oversee the environmental program; manage the disciplinary and security programs; coordinate and administer the training of employees on all shifts; assure quality control; plus, see to the Contractor's on-site financial and record keeping procedures. Manager(s) must have the authority to take immediate remedial or corrective action when the Airport's cleanliness standards are not met. Any such Manager(s) shall meet at least the minimum qualifications listed in the RFP.

A.13 COMPENSATION FOR WORK AND REIMBURSABLE ITEMS; STATEMENTS AND INVOICES:

The Contractor shall prepare and submit to the contract administrator monthly statements and invoices, acceptable to the contract administrator, for completed and itemized work under this Contract. The Contractor shall also provide documentation, acceptable under this Contract to the contract administrator, to verify that all work has been completed satisfactorily. Contractor shall provide separate documentation for the non-routine work. Those invoices not acceptable, under the terms of this Contract, to the contract administrator shall be returned to the Contractor for correction and subsequent re-submittal for payment. Janitorial and Snow Removal invoicing shall be submitted as separate invoices on a monthly basis.

For complete performance of this Contract in strict accordance with the Contract Documents, the City shall pay the Contractor after approval of invoice an amount every month for the work performed and having the intended result per Contracted specifications, and found to be in compliance per inspection confirmation as needed by contract administrator or her/his representative(s).

Payment will be made to the Contractor for work after approval of each monthly invoice, based upon satisfactory completion of each month's work. The price for the work shall not exceed the maximum amount per Contract for this work, unless changes in the services provided are made and approved by the City.

Payment to the Contractor for reimbursable items of materials and supplies used in conjunction with work will be in an amount equal to the sum of prices to the Contractor of said materials and supplies and included in the billing charged by the Supplier and paid by the Contractor. No payment will be paid by the City, and Contractor shall not bill for any articles, which have not been delivered, received by the Contractor, and put to its intended use. No additional payment will be made to the Contractor for those items of materials or supplies the City elects to provide to the Contractor for such work.

Invoices shall be payable within thirty (30) days of receipt by the City of an invoice in compliance with the terms of this Contract.

A.14 CRITICAL AND/OR NEEDED REPAIRS:

The Contractor's Supervisor(s) shall promptly notify, via handheld radio, the CCT of needed repairs and/or damage to fixtures, buildings, and appurtenances. Any items of a critical, priority, or emergency nature will be reported to the contract administrator, or her/his representatives, immediately upon discovery. The initial communication shall be provided to the CCT via phone or radio. The CCT shall provide direct communication to the Maintenance Control Division.

A.15 DISPENSERS:

All dispensers (soap dispensers, toilet paper and towel dispensers, tampon machines, etc) within the areas serviced shall be supplied and installed by the City, and stocked by the Contractor, unless otherwise specified in writing by the contract administrator; except that Contractor will provide and pay for all sanitary napkins and tampons. In any case, all restock items for mechanical dispensers will be selected and/or approved for use by the contract administrator or her/his representative(s).

Contractor will collect and retain any dispenser revenue beyond the cost of the equipment to the City; vending prices must be approved by the City. Such revenue will be accounted for at all times by the Contractor.

Contractor shall not be required to replace or repair any defective or damaged dispensers or any parts thereof, except that contractor will maintain those dispensers that Contractor collects revenues from. Contractor shall, however, at all times be required to have Contractor employees report any defective or damaged dispensers or any parts thereof by end of each shift.

A.16 DRESSING ROOM, LOCKERS AND BREAK AREAS:

The Contractor shall require employees to change their clothes in areas designated by the City, and maintain these areas in a neat and clean condition. If the employees eat their lunch in the Airport facility, they must do so in a cafeteria, food court, snack bar or designated lunchroom.

The Contractor shall provide lockers for the use of custodial employees, supervisors and managers, to store personal items during their work shift.

A.17 ENTRANCES AND DOORWAYS:

All assignments that include entrances shall include thresholds and door frames a distance of ten (10) foot into the adjacent area.

A.18 ENVIRONMENTAL / EQUIPMENT REQUIREMENTS:

Rationale

The City is committed to sustainability as a core business value to improve efficiencies in resource use, reduce environmental impacts, and invoke broad cultural changes that protect public health and the environment. Per Greenprint Denver, the City will lead by example in internal practices wherever possible. City agencies are thus directed to procure cost-competitive products that contain recycled content and support better indoor air quality, and increase eco-efficient annual commodities and service bids. In doing so, the City seeks to improve the efficiency with which we use janitorial services and reduce the impact of those services on the environment and human health. Below are guidelines and requirements that vendors must follow in their response to this RFP.

The Contractor, in conducting any activity on Denver property, shall comply with all applicable airport, local, state, and federal rules, regulations, statutes, laws, and orders (Environmental Requirements). In addition, these Environmental Requirements include applicable Environmental Guidelines developed for Denver's Environmental Management System (EMS), as summarized in Denver Rules and Regulations Part 180 Environmental Management. Denver's Environmental Guidelines and Environmental Policy are available at www.flydenver.com/environmental. Denver's Environmental Requirements address, but are not limited to, requirements regarding the storage, use, disposal of hazardous materials, petroleum products, solid waste, any other substance, water and air quality regulations. Each entity, including subcontractors and subconsultants, providing products, goods, and/or services on behalf of Denver must be aware of the Denver Environmental Policy and the significant environmental aspects and impacts relevant to their work at the Airport.

Environmental Stewardship – Denver is interested in 'greening' the products used in all aspects of Denver's activities. Some of the motivations and potential benefits include:

Reduced operating costs associated with transportation, storage, handling, application, and disposal of hazardous materials.

Increase worker safety in handling and application of hazardous chemicals

Improved indoor air quality

Enhanced public image

Packaging Requirements

Products should be available; provided in reusable, refillable, or recyclable containers to minimize waste generation and disposal.

Product container should be comprised of the highest post-consumer recycled content possible that is cost-effective.

Availability in concentrated form (product should contain less than 20% water by weight).

Product should be available; provided in bulk form with dispensing equipment included.

Recycling Support –Denver is implementing a very successful voluntary recycling and composting program. The successful Contractor will be required to support fully the program by ensuring that segregated materials are placed in the correct containers for recycling and composting. All janitorial support staff that is responsible for waste disposal activities must be made aware of the Denver Recycling and Composting Program as the success of the program depends greatly on the support of the successful Contractor. In addition, the Contractor will be requested to supply information to the contract administrator on areas of the recycling and composting program that could be improved (e.g., areas where recycling or composting is not being conducted, obvious signs of contamination in containers).

Waste Management/Disposal –The Contractor will be responsible for the costs associated with the disposal of all wastes generated at DIA because of its environmental noncompliance activities. The Contractor shall obtain appropriate disposal containers from Waste Management, Inc. and will be solely responsible for the coordination of all disposal activities. Denver has implemented a voluntary recycling program for certain materials. The Contractor can use Denver's recycling program to recycle appropriate materials in order to promote waste minimization and to reduce costs. In the event contamination of the recycling waste stream is identified because of the Contractor's activities, the authorization to use Denver's recycling program will be terminated.

No materials/effluent will be allowed to enter Denver's storm water sewer system. Only those products suitable for discharge via the sanitary sewer system will be considered allowable discharges. All sanitary sewer discharges shall comply with the Denver Revised Municipal Code Section 56-102 chapter 7.02 Rules and Regulations.

The disposal of any wastes on Denver property is prohibited. All waste must be disposed off-site at an appropriately permitted facility. *It shall be the Vendor's responsibility to determine any associated and/or potential cost of for Waste Disposal Compliance.*

MSDS – The Contractor shall provide to the contract administrator for approval prior to use, copies of Material Safety Data Sheets (MSDSs) for all chemicals to be used in its activities. This obligation is continuing for the term of this Agreement. MSDSs are the minimum level of required documentation. Additional information on the product formulation may be required to assess risk associated with the chemicals. This or any additional, requested information must be made available to the contract administrator upon request.

If new product formulations are to be used at DENVER by the Contractor, a new MSDS must be furnished to and approved by the contract administrator prior to bringing the material onsite.

EPCRA Compliance - The Contractor shall comply with the applicable sections of the Emergency Planning and Community Right-to-Know Act (EPCRA). These include:

Section 302 – extremely hazardous substances in quantities greater than the threshold planning quantities must be reported to the Colorado Emergency Response Commission (CERC).

Section 304 – notification of reportable releases must be made to the CERC, Denver's Local Emergency Planning Commission (LEPC), and Denver DFD.

Section 311 – the Contractor shall submit copies of all MSDS or a list of its hazardous chemicals to the CERC, LEPC, and Denver DFD.

Section 312 – the Contractor must submit an emergency and hazardous chemical inventory form to the CERC, LEPC, and Denver DFD for the same chemicals covered under Section 311. The Contractor must complete the Denver DFD's Hazardous Materials Inventory System (HMIS) forms for chemicals stored at the location.

Green Cleaning Standard Operating Procedure

In accordance with standards promoted by the United States Environmental Protection Agency EPP program, the Green Seal program, and the those standards and practices specified by the U.S. Green Building Council LEED EB program, the successful bidder must create and follow a set of guidelines or a "Green Cleaning Standard Operating Procedure" (GCSOP) that governs the overall provision of janitorial services. The GCSOP or green cleaning guidelines developed by the Contractor must address cleaning tasks, the selection and stocking of chemical products, safe chemical use and handling, waste disposal, equipment operation and maintenance, communications protocols, worker safety, training and awareness, public and customer safety, inspections, reporting and recordkeeping. The format and content of these guidelines or GCSOP should loosely follow the proposed Green Seal Environmental Standard for Cleaning Services (draft of 4/7/06, at www.greenseal.org/certification/prosed_env_stds_for_cleaning_svcs.pdf). A complete response to this RFP must contain a draft or outline of the guidelines or GCSOP the Proposer proposes to follow.

Building Specific Green Cleaning Plan

Once the Contract is awarded, the Contractor must create and follow a building-specific Green Cleaning plan for each municipal facility that details the actions and schedules to be followed by the Contractor and his staff in performance of duties at each site. This plan should loosely follow the format proposed in the Green Seal Environmental Standard for Cleaning Services (4/7/06 draft), and must incorporate and build upon the more general procedures and guidelines provided in the umbrella GCSOP.

Worker training, procedures for routine/ urgent communications, chemical handling and equipment operations safety, and waste management must be addresses in each Building Specific Green Cleaning Plan.

Green Cleaning Aspects

Waste: Green cleaning should minimize the generation of waste materials, the consumption of resources and the emissions of pollutants in the manufacture, use and disposal of cleaning products and in the performance of cleaning tasks. Product packaging should be minimal and consist of reusable or recyclable primary containers. Products should be supplied in bulk quantities and in concentrate form to minimize the need for packaging. Application materials and equipment should be durable and designed for long-term repeated use. Equipment should be maintained and repaired for safety and longevity. The proper means of disposal should be determined for each waste stream based upon the characteristics and chemical nature of the wastes. Disposal of wastes to the landfill is discouraged and should be reserved only for sanitary municipal wastes (collected dirt, dusts and soils, ash, soiled consumer wastes, food scraps and bioorganic wastes).

Recycling/Composting Requirements—DIA has an established recycling/composting program. The successful Contractor will be required to support fully the program by ensuring that recycled and compostable materials are placed in the correct containers for

recycling/composting. The successful contractor will be responsible for collection of the recycling materials throughout the public areas and the city offices. In addition, the successful contractor will be responsible for the collection of compostable organic material in the City employee break rooms, AOB restrooms, terminal concessions, and terminal restrooms. All janitorial support staff responsible for waste disposal activities must be made aware of the DIA recycling/composting program as the success of the program is dependent on the support of the successful contractor. In addition, the contractor will be requested to supply information to the Contract Administrator on areas of the recycling/composting program that could be improved (e.g. areas where recycling is not being conducted, obvious signs of contaminations in containers).

Toxicity: Green cleaning should make use of products and processes that rely on targeted chemical effectiveness and the synergistic application of energy. Products used and their wastes should readily degrade in the environment on exposure to air, sunlight, or normal microbial activity. Aqueous wastes suitable for discharge should degrade readily in primary sanitary wastewater treatment conditions.

Products containing fragrances, dyes, and added ingredients not required for the primary function of the product should be avoided. The susceptibility of workers and individual members of the public should be considered when selecting cleaning products and processes. Products and processes that liberate abundant fumes, vapors or gases that cause respiratory irritation, or are absorbed through inhalation should be avoided or severely limited by schedule or application. Products whose ingredients are readily absorbed through skin, cause dermal irritation, sensitization on contact, rapidly destroy skin tissue, or the mucous membranes should not be used. Products with known negative and irreversible health impacts, such as carcinogens and bio-accumulative chemicals, should not be used.

Product and equipment labels should be easy to find and read (recommend additional color coding), describe product hazards and precautions, and contain clear instructions on use and disposal for anyone using said product and/or equipment labels.

Exposure: Green cleaning processes should be designed to minimize occupational exposure and the need for worker specialized personal protective equipment. Favorable cleaning processes should not generate air-borne dusts or the volatilization of soils and cleaning products. Cleaning agents should be non-volatile, or the concentration of volatile ingredients should be low to minimize the generation of indoor air pollution and inhalation risks.

Green cleaning processes must allow for the containment and collection of mobilized soils and cleaning products and wastes. Processes whereby soils and the products used to clean them become water-borne or air-borne and then diluted and released into the larger indoor or outdoor environment are specifically prohibited.

Waste Management

The Contractor remains the owner of all the chemical products it specifies, procures, uses, and stores at the work site. Upon completion of service or termination for any reason, the Contractor must remove and take possession of all remaining stock including partial packages.

Management and disposal of all chemical wastes (and wastes otherwise restricted from disposal as sanitary wastes) that are generated through its cleaning actions, and associated costs, are the sole responsibility of the vendor. Solid wastes that exhibit no hazardous characteristics or no contamination by regulated substances may be disposed of responsibly in

available on-site City trash receptacles or dumpsters. Recyclable materials should be collected in appropriate bulk recycling containers. No waste materials or effluent may be discharged outdoors or to the City's storm water sewer system. Only wastewaters suitable for discharge to the sanitary sewer will be allowable. All sanitary sewer discharges shall comply with the Denver Revised Municipal Code Section 56-102 chapter 7.02, and the rules and regulations of the Metro Wastewater Reclamation District.

Leadership in Energy and Environmental Design for Existing Buildings (LEED EB)

As part of the City's sustainable development action plan, Greenprint Denver, City agencies are directed to implement fully all appropriate LEED-EB principals into City operations and maintenance. Green cleaning and maintenance is a critical component to this goal because of its economic, environmental, and public health impacts. This Janitorial Services Contract will help the City realize the goals of Greenprint Denver.

Standards and Specifications

Products and services with the following key characteristics meet the basic standards of the US EPA's Environmentally Preferable Purchasing program and are favored for use under this Request for Proposal:

Green Seal approved products and services

Energy Star certified equipment

Specific Conformance to the Green Seal GS-37 standard for Industrial and Institutional Cleaners

Product conforms with California Code of Regulations for maximum allowable VOC content

Disposable janitorial products conform with EPA's Comprehensive Procurement Guidelines

Product listed with the Western Regional Pollution Prevention Network

Product listed with the Center for the New American Dream/ Products supplied in concentrate

Products dispensed through automatic metering and mixing equipment

Products with high recycled material and post-consumer waste content

Rated cleaning/ removal efficacy when used at room temperature

Products with minimal petrochemical content

Highly durable/ long-lasting products and applicators

Products shipped in bulk containers

Near-neutral pH products/ non-flammable products

No fragrance and dyes added

Proven rapid bio-, photo-, or chemical degradation in the environment or wastewater treatment system.

Low (<10%) Volatile Organic Compounds (VOC) content

Non-aerosol products/ supplier take-back of unused product

Locally reusable / locally recyclable packaging

Other characteristics that can be shown to:

- **minimize waste**
- **minimize consumption of energy and resources**
- **minimize release of toxic compounds**
- **minimize exposure of workers and the public to environmental pollutants**

Products and services with the following characteristics are discouraged from procurement under this bid due to the negative impact their continued broad use may have on worker and public health:

- Combination cleaner-disinfectants
- Products which liberate ammonia (CAS 7664-41-7)
- Products containing 2-butoxyethanol or 2-butoxyethanol acetate (CAS 111-76-2, and CAS 112-07-2)
- Products containing ethanolamine (CAS 141-43-5)
- Products containing phosphates or phosphonates in excess of 0.5% phosphorous by weight
- Products with a Flashpoint of less than 140°F
- Products which at their least dilute working strength have a pH of less than 2.0 or greater than 12.5
- Products containing more than 20% VOCs by weight

- Products meeting the definition of a RCRA Hazardous in their least dilute working strength

The Contractor shall use only those brands and types of chemicals that meet the specifications described above and that are approved by DIA. The Proposal shall include a complete list of all proposed products along with supporting chemical constituent information, MSDSs, and certifications.

A conscious effort shall be made by the Contractor to recruit and utilize SBE and make purchases from local suppliers whenever possible and cost effective.

OSHA FORM 20

The Contractor shall maintain on site a copy of OSHA Form 20, Material Safety Data Sheet, or equivalent, and a label for all chemicals used in the performance of the work and shall timely update and provide the contract administrator with a copy. Initial copy of OSHA Form 20 is to be provided to the contract administrator thirty (30) days prior to starting work under this Contract.

CONTAINERS

All chemical containers shall retain the original label that must define the instructions for use of the chemicals and any pertinent warnings and safety instructions. All chemicals used must have manufacturer's quality control batch numbers included on cases or containers.

Chemical solutions may be issued to janitorial workers in clearly labeled secondary containers. These containers should be labeled with the container contents such as - "Germicide Detergent". The contract administrator may require additional secondary container label clarification criteria during the term of this Contract.

PROHIBITED CHEMICALS

The following products and services are prohibited from procurement under this RFP due to significant negative impacts to human health and the environment:

- Products containing persistent bio-accumulative toxic compounds
- Products containing Asbestos
- Products containing known carcinogens, mutagens and teratogens
- Products containing the following substances, except in trace amounts (< 0.1%):
 - alkylphenol ethoxylates
 - Paradichlorobenzene (CAS 106-46-7)
 - 1,4-dioxane (CAS 123-91-1)
 - Nitrilotriacetic acid (CAS 139-13-9)
 - Sodium ethylenediamine tetraacetic acid (CAS 60-00-4)
- Halogenated compounds with an Ozone Depletion Potential greater than 0.01
- Products with a Flashpoint of less than 100°F
- Products which have a high risk of causing spontaneous combustion

- Products which are strong chemical oxidizers
- Products containing the chemical elements or compounds listed in Table 1
- Products containing chemical compounds deemed by the Denver Department of Environmental Health to present an undue of risk to human health or the environment in their use or disposal.

The Contractor must submit upon request documentation proving that all procured products and services meet the prohibitions listed above.

Table 1: Prohibited Chemicals and Compounds			
	Chemical Name	CAS Number	Comments
1	Arsenic	7440-38-2	
2	Arsenic, compounds of	various	
3	Barium, compounds of	various	not including alloys
4	Cadmium, compounds of	various	not including alloys
5	Carbon tetrachloride	56-23-5	
6	Chlorobenzene	108-90-7	
7	Chloroform	67-66-3	
8	Chromium, compounds of	various	not including alloys
9	1,2-Dichlorobenzene	95-50-1	
10	1,4-Dichlorobenzene	106-46-7	
11	1,2-Dichloroethane	107-06-2	
12	1,1-Dichloroethylene	75-35-4	
13	Hexachlorobenzene	118-74-11	
14	Hexachloroethane	67-72-1	
15	Hydrofluoric Acid	7664-39-3	
16	Lead, compounds of	various	not including alloys
17	Mercury, elemental	7439-97-6	not including amalgams
18	Mercury, compounds of	various	
19	Methylene chloride	75-09-2	
20	Nitrobenzene	98-95-3	
21	Pentachlorophenol	87-86-5	
22	Selenium, compounds of	various	
23	Silver, compounds of	various	not including alloys
24	Tetrachloroethylene	127-18-4	
25	1,1,1-Trichloroethane	71-55-6	
26	1,1,2-Trichloroethane	79-00-5	
27	Trichloroethylene	79-01-6	
28	2,4,5-Trichlorophenol	95-95-4	
29	2,4,6-Trichlorophenol	88-06-2	
30	Vinyl chloride	75-01-4	

Waste Management/Disposal –The Contractor will be responsible for the costs associated with the disposal of all wastes generated at DIA because of its environmental noncompliance activities. The Contractor will be solely responsible for the coordination of all disposal activities. Denver has implemented a voluntary recycling program for certain materials. The Contractor can use Denver’s recycling program to recycle appropriate materials in order to promote waste minimization and to reduce costs. In the event contamination of the recycling waste stream is identified because of the Contractor’s activities, the authorization to use Denver’s recycling program will be terminated.

The Contractor should expect to provide appropriate collection containers for transport of waste/recycle materials. The number, size, location, replacement, etc., of said transport containers are left up to the Contractor, so long as there is timely and appropriate disposal of waste/recycle material.

Waste and recycle compactors/gables currently provided and serviced by the City at DIA:

SIZE (YDS)	TYPE	LOCATION
27	COMPACTOR	A34
30	GABLE	A66
27	COMPACTOR	A41
27	COMPACTOR	A46
34	COMPACTOR	AOB
30	GABLE	B15
30	GABLE	B16
27	COMPACTOR	B24
27	COMPACTOR	B30
27	COMPACTOR	B36
27	COMPACTOR	B39
27	COMPACTOR	B44
27	COMPACTOR	B52
27	COMPACTOR	C30
27	COMPACTOR	C38
27	COMPACTOR	C41
27	COMPACTOR	C46
30	ROLL-OFF	BURN
30	ROLL-OFF	BURN
27	COMPACTOR	CARGO
30	ROLL OFF	FM

SIZE (YDS)	TYPE	LOCATION
8FL/ 8 yd	1	DIA
8FL/ 8 yd	2	DIA
6FL/ 6 yd	4	DIA Transportation
4FL/ 4 yd	1	DIA ARFF Training
8FL/ 8 yd	1	DIA Train Station
6FL/ 6 yd	1	DIA Firehouse #2
8FL/ 8 yd	1	DIA Gate #4
8FL/ 8 yd	1	DIA Firehouse #3
8FL/ 8 yd	1	DIA Firehouse #4
6FL/ 6 yd	1	DIA Toll Booth
8FL/ 8 yd	1	DIA Firehouse #1
4FL/ 4 yd	1	City and County of Denver
4FL/ 4 yd	1	DIA
2FL/ 2 yd	1	DIA First Watch
8FL/ 8 yd	1	DIA
8FL/ 8 yd	1	DIA
8FL/ 8 yd	1	DIA

EQUIPMENT:

The Contractor shall furnish all equipment, accessories and tools necessary to perform the work properly as defined in this Contract. Except where otherwise stipulated (for instance, as per special conditions 'Supplies Furnished by the City'), the Contractor shall provide, maintain, repair, and/or replace all necessary custodial tools and equipment including, but not limited to, brooms, brushes, mops, pails, washing machines, vacuum cleaners, rotary buffers, dust cloths, dust wands, scrubbers, etc. See the specification tools and equipment list as noted in **Section TOOLS AND EQUIPMENT CAPABILITY.**

All equipment required for the performance of work under the Contract shall be new (new is defined as being one year or less from the manufacturer date, beginning the date of fully executed contract from the City) and designed to perform the kind of work prescribed in the specifications at the time services begin at DIA, whether leased or purchased.

As a bare minimum, the Contractor shall furnish the types and quantities defined in the tools and equipment list. These tools and equipment are to be used exclusively for the performance of work defined in the Contract.

Areas over 8' and under 20' will require a high cleaning platform. DIA has 4 scissors-lifts that are available both to the Contractor and to other users. Note: Scissors-lifts are NOT government provided equipment exclusively dedicated to the Contractor. The Contractor shall submit with the Proposal, and before beginning the work to the contract administrator, a list of each type of equipment and tool to be used, showing for all the required capability items the manufacturer's specifications and photocopies of each type of equipment and tool. The Contractor shall use no equipment or tool in the performance of the work before obtaining the written approval of the contract administrator.

The Contractor, if desirous of changing from the initial selection, shall first ascertain that the alternate equipment or tool complies with the equipment and tool description or specification.

The Contractor shall then submit a written "request to change" to the contract administrator defining the alternate along with the manufacturer's specifications and a photocopy of the alternate.

If the alternate complies with the equipment and tool specification defined in the Contract Documents and performs as well as the initial selection as demonstrated by actual performance testing, if requested by the contract administrator, and causes no operational interference with Denver International Airport or damage to facilities, and is in the best interest of Denver International Airport, then the alternate shall be approved for use.

If requested by the contract administrator, the Contractor shall make available for performance evaluation by the contract administrator specific brands and models of equipment or tools proposed for use by the Contractor. Any such equipment or tools provided shall be returned to the Contractor after the evaluation has been completed.

Any costs associated with evaluating an alternate or changing to an alternate not included on the initial list submitted by the Contractor shall be borne by the Contractor if such testing or changing was a result of the Contractor's request to change.

The Contractor shall maintain on file at the site of the work, one (1) complete set of operating and maintenance instructions for all types, brands and models of powered equipment used in the performance of the work.

All equipment and tools required for a specific assignment area must be permanently identified with the assignment area number.

All equipment shall have adequate bumpers and guards to prevent marking or scratching of fixtures, furnishings and/or building surfaces.

All electrical equipment used by the Contractor or the Contractor's employees shall meet all applicable safety requirements. This shall include either the use of ground fault interrupters or a wiring inspection program to assure the integrity of ground pins, grounding continuity, strain relief and insulation quality of plugs and cords. This equipment must operate at full rated performance levels using existing building circuits. It shall be the responsibility of the Contractor to prevent the operation or the attempted operation of electrical equipment, or combinations of equipment that requires power exceeding the capacity of existing building circuits.

The Contractor shall insure prior to the beginning of each work shift that each janitorial closet, each janitorial cart, and/or each employee of the Contractor is provided with the appropriate equipment, tools, chemicals and supplies.

The Contractor is required to maintain on-site separate equipment in the quantities specified for the performance of all other work such as snow removal. The Contractor is required to have available such equipment as specified to perform work as required, or otherwise approved, by the contract administrator. Equipment approved for use in the performance of such work is also listed on the tools and equipment list.

An inventory will be conducted thirty (30) days after the start of the Contract and may be conducted annually until Contract termination to verify that Contractor has the sufficient tools and equipment to perform all services.

A.19 HOLIDAYS:

The Contractor shall be aware that the Airport operates 24 hours per day, 365 days a year. The Contractor shall staff all areas during holidays at no additional cost to the City.

A.20 INSPECTIONS; QUALITY CONTROL:

The Contractor shall establish, provide, and maintain an effective Quality Control Program acceptable to the Airport contract administrator. The Contractor shall detail their Quality Control Program in the Proposal.

The City recommends computerized recordkeeping for the Quality Control Program, DIA technology system compatible, for the purpose of generating inspection reports.

Contractor's inspections shall be performed daily throughout the Airport to ensure continuing compliance with the Contract requirements and inspection reports shall be turned in to the contract administrator, or his/her representative, on a daily basis in an electronic format. Daily inspections must contain the following information:

- Date and time, detailed location of the inspection, including terminal and concourse location, as well as room numbers where applicable.
- A detailed inspection of the area, that checks for compliance of all Contract requirements.
- Name of the person conducting the inspection.

If during the course of the inspection a maintenance issue is found, it shall be the responsibility of the Contractor's personnel to notify immediately the Contract Maintenance Department. Such personnel shall have the capability of email, phone and radio.

The inspection program must be capable of recognizing any discrepancies, or areas that do not meet with Contract requirements. A daily discrepancy report shall be generated that outlines all areas needing additional attention and work orders will be initiated for the Contractor for the completion of all areas needing additional work that was noted in inspections from the previous day.

The Contractor shall correct any areas where discrepancies are found, and shall take immediate corrective action to resolve the problem area and prevent future discrepancy. Once the discrepancy has been corrected, the Contractor personnel shall re-inspect the area for compliance as soon as possible, but no later than within twenty-four (24) hours of discrepancy identification.

The Contractor personnel must also monitor the status of all recycling receptacles in the terminal and concourses on a daily basis (7 days per week) to ensure that the areas are meeting good housekeeping standards. Trash and cardboard rooms are to be free from debris, trash and obstacles and all materials must be in the appropriate containers. Contractor shall notify Contract Maintenance of their observations. Contractor will assist DIA Contract Maintenance in identifying responsible parties (company name, personnel name, phone number, description, etc.) for non-compliance with the proper handling and disposal of wastes at DIA.

Contractor shall notify Contract Maintenance of any observed issues with recycling and trash receptacles. Contract Maintenance is to be notified if this receptacle equipment is not operating properly or observed to be leaking.

All functions of the Quality Control Program shall be available to the contract administrator, or her/his representative.

A.21 JANITORIAL AND SUPPORT PERSONNEL:

The Contractor shall provide trained, qualified personnel to assure comprehensive and timely implementation of the Contractor's quality control, environmental, supply, equipment maintenance, snow removal, shift/area janitorial supervision, and all other aspects of the Contract, to perform the work in accordance with the Contract Documents.

The personnel assigned to a specific area shall be used exclusively in that area and will not perform other or additional duties specified herein during that shift, unless approved by the contract administrator. All personnel shall be on a full time, on site bases unless otherwise approved in writing by the contract administrator

The contract administrator may request the Contractor to reassign any employee away from Denver International Airport.

It is understood and agreed by the City and the Contractor that the Contractor is retained as an independent Contractor and in no event shall any employee hired by the Contractor be or be considered an employee of the City.

A.22 KEYS:

At the beginning of the Contract, the Contractor will be given all keys necessary for the performance of work. The Contractor shall exercise all reasonable efforts to insure the safety of these keys; and, under no circumstances should any of them ever be taken off the site.

The Contractor shall be responsible for the replacement of any keys lost, associated lock re-keying, and any locks damaged by the Contractor's employees.

A.23 LUNCH AND BREAKS:

Contractor shall submit your proposed lunch and break schedule, the City/DIA reserves the right to approve , modify, and/or reject. Stagger employee lunch and break times to ensure that service areas are always adequately staffed.

A.24 STAFFING PLAN:

THE MINIMUM STAFFING NUMBER SHALL NOT BE LESS THAN FOUR HUNDRED (400) FULL TIME EMPLOYEES FOR SEVEN (7) DAY COVERAGE. THAT SHALL INCLUDE A 1.4% MULTIPLIER. IT ALSO INCLUDES ALL CUSTODIAL PERSONNEL AND ADMINISTRATIVE AND OPERATIONS PERSONNEL.

A PERIODIC AND TEMPORARY VARIANCE of 2% UNDER THE DAILY MINIMUM TOTAL STAFFING REQUIREMENT MAY BE ALLOWED. .

IF IMPOSED FOR FAILURE TO PROVIDE MINIMUM STAFFING AS COMMITTED IN STAFFING PLAN A 1% DEDUCTION OFF OF THE CONTRACTED MONTHLY INVOICE TOTAL MAY RESULT.

EXAMPLE:

BASED UPON A MONTHLY BILL OF \$1,500,000.00 PER MONTH WITH A PENALTY OF 1% THE INVOICE DEDUCTION WOULD BE \$15,000.00 FOR THAT MONTH.

Date	Concourse	Required Employees	# of Emps Present
July 01, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 02, 2011	MT	80	80
	A	42	42
	B	63	60
	C	31	20
	Out	8	10
Total		224	212
July 03, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 04, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 05, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 06, 2011	MT	80	80

	A	42	42
	B	63	63
	C	31	40
	Out	8	8
Total		224	233
July 07, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 08, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 09, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 10, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 11, 2011	MT	80	80
	A	42	42
	B	63	63
	C	31	40
	Out	8	8
Total		224	233
July 12, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 13, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 14, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 15, 2011	MT	80	80
	A	42	42

	B	63	50
	C	31	40
	Out	8	8
Total		224	220
July 16, 2011	MT	80	80
	A	42	42
	B	63	63
	C	31	40
	Out	8	8
Total		224	233
July 17, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 18, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 19, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 20, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 21, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 22, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 23, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 24, 2011	MT	80	80
	A	42	42
	B	63	50

	C	31	29
	Out	8	8
Total		224	209
July 25, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 26, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 27, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 28, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 29, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 30, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209
July 31, 2011	MT	80	80
	A	42	42
	B	63	50
	C	31	29
	Out	8	8
Total		224	209

	Required	Present	
	6944	6686	
2%Variance	6805	Penalty	\$15,000.00

EXAMPLE: NO PENALTY

	Required	Present	
	6944	6808	
2%Variance	6805	Penalty	0

In addition to the daily staffing for work, the Contractor shall employ additional administrative personnel that shall be on a full time, on site bases unless otherwise approved in writing by the contract administrator, as delineated herein, acceptable to the Airport's contract administrator for the purposes of administering this Contract.

CUSTODIAL PERSONNEL MAIN TERMINAL:	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Level 6 East Ticket (including all public areas/entrances)	1	1	1	1	4
Level 6 East Ticket Men's Restrooms (3)	1	1	.67	.5	3.17
Level 6 East Ticket Women's Restrooms (3)	1	1	.67	.5	3.17
Level 6 West (including all public areas/entrances)	1	1	1	1	4
Level 6 West Ticket Men's Restrooms (2)	.67	.67	.5	.36	2.2
Level 6 West Ticket Women's Restrooms (2)	.67	.67	.5	.36	2.2
Level 6 East Sidewalks	.5	.5	.15	.05	1.2
Level 6 West Sidewalks	.5	.5	.15	.05	1.2
Level 6 N.,E. and W. Walkway/Mezzanine areas above Great Hall	.1	.1	.1	.15	.45
Level 6 West- Conference Room, Pressroom, Ground Trans. Office, Denver Commerce Hub, Workforce office and other city offices (2)	.5	.1	.1	.25	.95
Level 6 East- Environmental Offices, Police Offices, Chapel, & other City Offices (3)	.5	.1	.1	.25	.95
Level 6 East & Westside – Common Area Hallways/floors behind Food court areas	.05	.06	.06	.06	.23
A-Security Checkpoint Area	.3	.3	.2	.2	1
Level 5 East Baggage (includes all public areas/entrances)	1	1	1	1	4
Level 5 West Baggage (includes all public areas/entrances)	1	1	1	1	4

CUSTODIAL PERSONNEL MAIN TERMINAL:	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Level 5 Great Hall (includes center atrium, N. and S. Security, corridors around perimeter of above N. and S. Security areas	2	2	1	1.3	6.3
Great Hall Men's Restrooms (2)	.66	.66	.5	.5	2.32
Great Hall Women's Restrooms (2)	.66	.66	.5	.5	2.32
Level 5 East Men's Restroom (2) One on N. End and One on S. End	.67	.67	.5	.33	2.17
Level 5 West Men's Restroom (2) One on N. End and One on S. End	.67	.67	.5	.33	2.17
Level 5 East Women's Restrooms (2) One on N. End and One on S. End	.67	.67	.5	.33	2.17
Level 5 West Women's Restroom (2) One on N. End and One on S. End	.67	.67	.5	.33	2.17
Train Levels (East and West) includes arrival platforms and center departure platform	.2	.2	.2	.2	.8
Customs (Includes, offices, Restrooms, Elevators, Escalators, Stairs)	2	.2	.2	.4	2.8
Level 5 East Sidewalks and Islands	.5	.5	.15	.05	1.2
Level 5 West Sidewalks and Islands	.5	.5	.15	.05	1.2
Level 4 East Entrances, Elevator Lobbies, Escalator Landings	.2	.2	.1	.2	.7
Level 4 West Entrances, Elevator Lobbies, Escalator Landings	.2	.2	.1	.2	.7
Level 4 East Sidewalks	.3	.3	.1	.05	.75
Level 4 West Sidewalks	.3	.3	.1	.05	.75
Level 3 East Entrances and Elevator Lobbies	.2	.15	0	.2	.55
Level 3 West Entrances and Elevator Lobbies	.2	.15	0	.2	.55

CUSTODIAL PERSONNEL MAIN TERMINAL:	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Level 3 East & West Restrooms (8) and Locker room/Restrooms (2)	.5	.5	.25	.25	1.5
Level 2 East Entrances and Elevator Lobbies	.2	.15	0	.2	.55
Level 2 West Entrances and Elevator Lobbies	.2	.15	0	.2	.55
Level 1 East- City Offices	.15	0	0	.1	.25
Main Terminal Escalators	.15	.15	.25	.2	.75
Main Terminal Elevators	.15	.15	.25	.2	.75
Main Terminal Stairwells	.15	.15	.25	.2	.75
West Parking Deck Elevators (2) and Lobbies (level 1-5)	.05	.05	0	.1	.2
A.O.B. Offices, Conference Rooms, Break Rooms, Elevators, Hallways, Lobbies, Reception Areas, Stairwells (floors 6-10)	1.23	0	0	.25	1.48
A.O.B. Women's Restrooms	.33	.33	.25	.15	1.06
A.O.B. Men's Restrooms	.32	.33	.25	.15	1.05
City Offices, Hallways, Restrooms, Fitness Center – Level 4 of AOB	.25	.25	.1	.2	.8
A.O.B. Loading Dock	.1	.1	.1	.1	.40
A.O.B Entry Areas/Elevator Lobbies on Parking Levels 5A and 5B	.1	.05	0	.05	.20
Recycling	2.3	1.5	0	0	3.8
Trash	2	2	1	0	5
Sidewalks/Trash Receptacles just outside/adjacent to Terminal, Shuttle Bus Islands, Terminal Entrances/Entry Areas (all levels), Level 5 Ramps to Parking Decks	Addressed Above under sidewalks, Entrances, etc.	Addressed Above under sidewalks, Entrances, etc.	Addressed Above under sidewalks, Entrances, etc.	Addressed Above under sidewalks, Entrances, etc.	Addressed Above under sidewalks, Entrances, etc.
Main Terminal Daily Employee TOTAL	28.57	23.56	15	14.3	81.43
	= 40 for 7 days coverage	= 33 for 7 days coverage	= 21 for 7 days coverage	= 20 for 7 days coverage	
SUPERVISORY PERSONNEL					
Supervisors	1.43	1.43	2.14		5

= 114 for 7 days coverage

= 7 for 7 days coverage

CUSTODIAL PERSONNEL MAIN TERMINAL:	1st Shift	2nd Shift	3rd Shift CI	3 rd Shift CII	Daily Total
Main Terminal Daily Employee – Overall TOTAL					86.43

= 121 for 7
days
coverage

CUSTODIAL PERSONNEL - OUTSIDE BUILDINGS	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Maintenance Center	.95	.715	0	1.57	3.24
Ground Transportation	.95	.715	0	.67	2.34
Airside Parking buildings	.95	.715	0	1.32	2.99
Access Services Satellite Bldg.	.1	.025	0	0	.125
Outlying Trailers	.85 avg.	.025	0	0	.875 avg.
Comfort Stations (2) “as needed”	.05 avg.	0	0	0	.05 avg.
Carpenter Shop	.05 avg.	0	0	0	.05 avg.
HVAC Offices/Building	.05 avg.	0	0	0	.05 avg.
Snow Trailer (2) “as needed”	.05 avg.	0	0	0	.05 avg.
Snow Dorm Facility “as needed”	.05 avg.	0	0	0	.05 avg.
Glycol Building	.05 avg.	0	0	0	.05 avg.
Fire Stations “as needed”	.05 avg.	0	0	0	.05 avg.
TSA/DPD Kennel Bldg.	.06 avg.	.025	0	0	.085
Outside Buildings Daily Employee Total					10
SUPERVISORY PERSONNEL					
Supervisors			.715		.715
Outside Buildings Daily Employee Total					10.715

= 15 for 7 Days Coverage

CUSTODIAL PERSONNEL CONCOURSE A	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Bridge from A-Security Check Point Area to A Concourse Ramps	.1	.1	.15	.2	.55
2 West Concourse (including West sub-core and mezz.)	.5	.5	.5	1	2.5
Jetways 2 West	.05	.05	.05	.05	.2
Jetways 1 West	.05	.05	.05	.05	.2
1 West Concourse/ Gate Areas	.5	.5	.5	.75	2.25
City offices including RR's (2) on 4 th Floor of West Sub-core	.15	.05	0	.05	.25
City offices on Mezz level of West Sub-core	.1	0	0	.05	.15
Restrooms and Break Room in Basement (under West Sub-core)	.1	.05	.1	.1	.35
Center Core Concourse and Train Level (including escalator landings)	.1	.1	.2	.2	.6

CUSTODIAL PERSONNEL CONCOURSE A	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Center Core Mezzanine (including Ramps to "A- Security Bridge")	.1	.1	.1	.3	.6
City offices including RR's (2) on Concourse level of Center Core (accessed via Mezz level)	.15	0	0	.05	.2
TSA offices/Qwest offices - Center Core Mezz	.15	0	0	.05	.2
TSA offices, City offices, break rooms, hallway, restrooms (6) on Ramp level under Center-Core	.15	0	0	.05	.2
Restrooms (2) and Break Room on 9 th Floor of Center Core	.05	0	0	.05	.1
City offices including Restrooms (2) on 4 th Floor of Center Core	.1	0	0	.05	.15
2 East Concourse and Commuter Gates (including. East sub-core and mezz.)	.9	.9	.9	1.25	3.95
Jetways 1 East	.05	.05	.05	.05	.2
Jetways 2 East	.05	.05	.05	.05	.2
1 East Concourse/Gate Areas	.5	.5	.5	.75	2.25
Access Services offices and restrooms on 4 th Floor (above East Sub-core)	.25	.05	0	.05	.35
Restrooms in Basement (under East Sub-core)	.05	.05	.05	.05	.2
Men's Restrooms in Sub-cores and Center Core - Concourse level (4 Large) plus Unisex/ Assist restrooms	1.75	1.75	1.75	.75	6
Men's Restrooms in Sub-cores and Center Core – Mezzanine level (3 General Public, 1 Customs)	.75	.75	.75	.5	2.75

CUSTODIAL PERSONNEL CONCOURSE A	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total	
Women's Restrooms in Sub-cores and Center Core-Concourse level (4 Large) plus Unisex/Assist restrooms	1.75	1.75	1.75	1	6.25	
Women's Restrooms in Sub-cores and Center Core – Mezzanine level (3 General Public, 1 Customs)	.75	.75	.75	.5	2.75	
Men's Restrooms in East side. Commuter Gates (2)	.32	.32	.32	.2	1.16	
Women's Restrooms in East side. Commuter Gates (2)	.33	.33	.33	.2	1.19	
Ramp level below Center Core (includes hallways/restrooms)	.1	.05	.1	.08	.33	
USO/Common Area hallway and Restrooms(shared by Airlines/City (above Center Core 4 th floor- by Bridge)	.1	0	0	.08	.18	
Triturator Rooms (2)- Sink, Trash & Restock (under Gate A32 & A48 ramp level)	.1	.1	.05	0	.25	
Stairwells (to ramp level)	.1	.1	.1	.05	.35	
Escalators	.1	.1	.2	.33	.73	
Elevators	.1	.1	.2	.2	.6	
.1	.1	.1	0	.1	.3	
Trash	.8	.8	.5	0	2.1	
Recycling	1.46	.51	0	0	1.97	
Ramp Level trash/recycling compactor rooms (Cleaning and maintenance)	.1	.1		.1	.3	
Concourse A Daily Employee TOTAL	12.86	10.71	10	9.29	42.86	= 60 for 7 days coverage
	= 18 for 7 days coverage	= 15 for 7 days coverage	= 14 for 7 days coverage	= 13 for 7 days coverage		
SUPERVISORY PERSONNEL	1.072	1.072	.715		2.86	= 4 for 7 days coverage
Supervisors						
Concourse A:Daily Employee Overall TOTAL					45.72	= 64 for 7 days coverage

CUSTODIAL PERSONNEL CONCOURSE B	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Old Commuter Gates East end (downstairs from Gate B57)	.25	.25	.25	.15	.9
RJ Facility/Gates - East end of B-Con (over Bridge to RJ Gates)	.75	.75	.75	.25	2.5
3 East Jetways	.05	.05	.05	.05	.2
3 East Concourse / Gate Areas/ Subcore / Mezzanine	.67	.67	.67	.75	2.76
2 East Jetways	.05	.05	.05	.05	.2
2 East Concourse / Gate Areas/Subcore / Mezzanine	.67	.67	.67	.75	2.76
1 East Jetways	.05	.05	.05	.05	.2
1 East Concourse / Gate Area/Subcore / Mezzanine	.67	.67	.67	.75	2.76
Center Core Mezzanine	.67	.67	.33	.75	2.42
Center Core Concourse Level	.67	.67	.67	.75	2.76
Central Core Train Level and Escalator Landings	.19	.19	.12	.25	.75
Ramp level below Center Core (includes hallways/restrooms)	.1	.1	.05	.05	.3
1 West Jetways	.05	.05	.05	.05	.2
1 West Concourse / Gate Areas/Subcore / Mezzanine	.67	.67	.67	.75	2.76
2 West Jetways	.05	.05	.05	.05	.2
2 West Concourse /Gate Areas/ Subcore / Mezzanine	.67	.67	.67	.75	2.76
3 West Jetways	.05	.05	.05	.05	.2
3 West Concourse /Gate Areas/ Subcore / Mezzanine	.67	.67	.67	.75	2.76
Men's Restrooms Center Core and Mezzanine plus Unisex/Assist restrooms	1	1	1	.5	3.5
Women's Restroom Center Core and Mezzanine plus Unisex/Assist restrooms	1	1	1	.5	3.5
Men's Restrooms East Side (3 large) plus Unisex/Assist restrooms	1	1	1	.5	3.5

CUSTODIAL PERSONNEL CONCOURSE B	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total	
Women's Restrooms East Side (3 large) plus Unisex/Assist restrooms	1	1	1	.67	3.67	
Men's Restrooms West Side (3 large) plus Unisex/Assist restrooms	1	1	1	.67	3.67	
Women's Restrooms West Side (3 large) plus Unisex/Assist restrooms	1	1	1	.5	3.5	
Men's Restroom - Old Commuter Gates below B 57 (1 small)	.25	.25	.15	.05	.7	
Women's Restroom Old Commuter Gates below B57 (1 small)	.25	.25	.15	.05	.7	
Men's Restroom – RJ Facility/Gates	.75	.75	.25	.1	1.85	
Women's Restroom – RJ Facility/Gates	.75	.75	.25	.1	1.85	
Triturator Rooms (2)- Sink, Trash & Restock (under Gate B28 & B46 ramp lvl)	.1	.1	.05	0	.25	
Trash	2	2	1	0	5	
Escalators	.1	.1	.2	.3	.7	
Elevators	.1	.1	.2	.3	.7	
Power walks	.1	.1	.1	.1	.4	
Stairwells (to ramp level)	.1	.1	.1	.1	.4	
Recycle	1	1	0	0	2	
Ramp Level trash/recycling compactor rooms (Cleaning and maintenance)	.12	.12	.06	0	.3	
	18.57	18.57	15	11.44	63.58	= 89 for 7 days coverage
Concourse B Daily Employee TOTAL						
SUPERVISORY PERSONNEL	1.43	.715	1.43		3.57	= 5 for 7 days coverage
Supervisors						
Concourse B Daily Employee Overall TOTAL					67.15	= 94 for 7 days coverage

CUSTODIAL PERSONNEL CONCOURSE C	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total
Center Core Mezzanine level (including City Offices)	.1	.1	.05	.15	.4
Center Core Concourse level	.5	.5	.5	1	2.5
Center Core Train level (including Escalator landings)	.1	.1	.1	.2	.5
East Concourse/Gate Areas/Mezzanine/Subcore	1	1	1	1.33	4.33
East Concourse Jetways	.05	.05	.05	.05	.2
West Concourse/Gate Areas/Mezzanine/Subcore	1	1	1	1.33	4.33
West Concourse Jetways	.05	.05	.05	.05	.2
City Offices (including RR's, Kitchenette) - W. Mezz Sub- Core	.1	.05	0	.05	.2
Women's Restrooms (E. Concourse, W. concourse and Center Core Concourse level)	1.8	1.8	1.7	.5	5.8
Men's Restrooms (E. Concourse, W. concourse and, Center Core concourse level)	1.8	1.8	1.7	.5	5.8
Unisex/Assist Restrooms	.05	.05	.1	.05	.25
Basement RR's under W. Sub- Core	.05	.05	.1	.05	.25
Ramp level below Center Core (includes hallways/restrooms)	.05	.05	.1	.05	.25
Triturator Rooms (1)- Sink, Trash & Restock (under Gate C48 ramp lv)	.05	.05	0	0	.1
Stairwells (to ramp level)	.1	.1	.05	.05	.3
Escalators	.15	.2	.2	.15	.7
Elevators	.1	.1	.2	.1	.5
Power walks	.1	.1	.2	.1	.5
Recycle	.67	.67	0	0	1.34
Ramp Level trash/recycling compactor rooms (Cleaning and maintenance)	.05	.05	.05	0	.15
Concourse C Daily Employee TOTAL					28.60
CUSTODIAL PERSONNEL CONCOURSE C	1st Shift	2nd Shift	3rd Shift CI	3rd Shift CII	Daily Total

= 40 for 7
days
coverage

SUPERVISORY PERSONNEL						
Supervisors	1.072	1.072	.715		2.86	= 4 for 7 days coverage
Concourse C Daily Employee Overall TOTAL					31.47	= 44 for 7 days coverage
Overall Total Employee Daily Staffing for Routine Work					241.47	= 338 for 7 days coverage

Employee Totals (Staffing Overview)	Main Terminal	Outlying Buildings	Concourse A	Concourse B	Concourse C	Total
Custodian 1 Employees:						
First Shift	28.57	4.21	12.86	18.57	7.87	72.08
Second Shift	23.56	2.22	10.71	18.57	7.87	62.93
Third Shift	15	0	10	15	7.15	47.15
Total Custodian I Employees	67.13	6.43	33.57	52.14	22.89	182.16
	= 94 for 7 days coverage	= 9 for 7 days coverage	= 47 for 7 days coverage	= 73 for 7 days coverage	= 32 for 7 days coverage	= 255 for 7 days coverage
Custodian II Employees:						
Non-Area Specific First Shift						
Non-Area Specific Second Shift CII						
Third Shift	14.3	3.56	9.29	11.44	5.72	44.31
Total Custodian II Employees	14.3	3.56	9.29	11.44	5.72	44.31
	= 20 for 7 days coverage	= 5 for 7 days coverage	= 13 for 7 days coverage	= 16 for 7 days coverage	= 8 for 7 days coverage	= 62 for 7 days coverage
Supervisors:						
First Shift	1.43		1.072	1.43	1.072	5
Second Shift	1.43		1.072	.715	1.072	4.29
Third Shift	2.14	.715	.715	1.43	.715	5.72
Total Supervision	5	.715	2.86	3.57	2.86	15.01
	= 7 for 7 days coverage	= 1 for 7 days coverage	= 4 for 7 days coverage	= 5 for 7 days coverage	= 4 for 7 days coverage	= 21 for 7 days coverage

Employee Totals	Main Terminal	Outlying Buildings	Concourse A	Concourse B	Concourse C	Total
Operations Managers:						
First Shift	.715			.715	.715	2.14
Second Shift			.3575	.715	.3575	1.43
Third Shift	.715		.715	.715	.715	2.86
Total Operations Managers	1.43		.1.0725	2.14	1.7875	6.43
	= 2 for 7 days coverage		= 1 for 7 days coverage	= 3 for 7 days coverage	= 2 for 7 days coverage	= 8 for 7 days coverage
Total Daily Work Staffing:	87.86	10.71	46.43	69.29	32.90	247.2
	= 123 for 7 days coverage	= 15 for 7 days coverage	= 65 for 7 days coverage	= 97 for 7 days coverage	= 46 for 7 days coverage	= 346 for 7 days coverage
Administrative and Operations Personnel:(No Assigned Area)						
First Shift	9.28					9.28
Second Shift	2.14					2.14
Third Shift	1.43					1.43
Total	12.14					12.85
Overall Administrative Staffing Total						= 18 for 7 days coverage

Note:

1. The total number personnel needed for 7 day per week coverage (excluding those needed to replace those on paid vacation, sick leave, FMLA etc.) is 364 (i.e. 346 plus 19 Admin Staff as shown above).
2. ISS and its M/WBE subcontractors will employ no less than an additional 35 Full Time personnel (commonly referred to as "Relief Personnel") to perform the work normally performed by those employees who are on vacation, sick leave, FMLA leave etc. This will bring the total number of personnel employed and needed to perform this contract to "no less than 400" as required in the RFP.
3. As noted, the number of personnel listed in the above ISS' staffing tables do not and should not, include vacation, sick and FMLA replacement personnel (as the inclusion of such personnel in the said staffing tables would provide an inaccurate accounting of the actual number of personnel needed to perform the work in a given area on a given shift, on a given day (which is presumably the information the City is actually seeking in these tables).
4. Attached is a copy of a report entitled "Contractor's Total Staffing Report for Month" which ISS will submit at the end of each month. Said report will serve to verify ISS' and its M/WBE subcontractor's compliance with required staffing.

*** The remainder of this page left intentionally blank.**

While the other personnel listed below may not be governed by the City's "Prevailing Wage" Ordinance the City believes it is in its best interest to require, and the Contractor in it's Proposal agrees to pay no less than the minimum salaries and/or wages (per hour or equivalent salary), not including fringe benefits or shift deferential, for any personnel falling within additional categories such as set forth below (i.e. wage increases and fringe benefits, including vacation, healthcare coverage, etc., shall be, at a minimum, equivalent to fringe benefits paid to personnel covered by the current Prevailing Wage):

ADMINISTRATIVE AND OPERATIONS PERSONNEL:

Job Title	Pay Unit	Rate of Pay
Project Manager	Per week	\$1,740.37
Assistant Project Manager	Per week	\$1,423.45
Shift Manager	Per week	\$1,122.64
Labor Relations Manager	Per week	\$1,122.64
Quality Control Manager	Per Week	\$1,122.64
Operations Manager 3rd shift	Per day	\$169.74
Operations Manager 2nd Shift	Per day	\$169.74
Operations Manager 1st Shift	Per day	\$169.74
Supervisor (Third Shift)	Per hour	\$16.65
Supervisor (Second Shift)	Per hour	\$16.11
Supervisor (First Shift)	Per hour	\$16.11
Admin. Asst./Payroll	Per hour	\$19.87
General Clerical	Per hour	\$16.11
Trainer/Safety Coordinator	Per week	\$805.73
Maintenance/Repairman	Per hour	\$20.41
Supply Control /Distribution Manager	Per hour	\$21.22
Supply Control/Distribution Employees	Per hour	\$16.11
Emergency Dispatcher	Per hour	\$16.11
Quality Control Inspectors	Per hour	\$16.11

Upon request, the Contractor shall provide the City's contract administrator with documentation that verifies that these minimum wages and salaries are being paid for such positions.

A.25 NON-PERFORMANCE:

The Contractor shall be required to meet specified service and performance standards .

Work will be considered not to have been performed when any and/or all of the following conditions exists:

The work tasks in an area were not performed in strict accordance with the performance standards.

Work tasks were not performed in their entirety.

The specified equipment, tools and chemicals were not used or were not in good operating condition.

The tasks were not performed within the scheduled work shift or within the specified timeframe.

Reference Sample Contract for clarification.

A.26 NON-WAIVER:

Failure of the contract administrator during the progress of the Agreement to discover or reject unacceptable work, or work not in accordance with the Agreement, shall not be deemed an acceptance thereof nor a waiver of the City's right to a proper execution of the Agreement or any part of it by the Contractor.

A.27 OFFICE PAPERS AND EQUIPMENT:

The Contractor shall prohibit its employees from disturbing papers on desks, opening desk drawers or cabinets, or using the telephone or office equipment provided.

A.28 ORGANIZATION CHART:

The Contractor shall keep on file and furnish to the contract administrator a work organization chart. Organization charts shall be updated each week and shall show assigned work areas of each employee, by name, by position, and shift hours.

A.29 OTHER CONTRACTS:

The City may award other contracts for additional work, and the Contractor shall fully cooperate with such other contractors and shall fit Contractor's own work to that provided under other contracts.

The Contractor shall have no claim against the City for additional payment due to delays or other conditions created by the operation of other contractors. The City will decide the respective rights of the various contractors in order to secure the completion of the work.

A.30 PARKING:

The City will provide parking for the Contractor's Project Manager and authorized alternates. Contractor shall be furnished with at least three (3) reasonable, close-in parking spaces for these employees.

The City will provide parking spaces for Contractor vehicles required by the Contract. These parking spaces will be located in the AOB Loading Dock area, or in the West Loading dock parking area. The Contractor will be provided with three (3) spaces designated specifically for Contractor owned vehicles.

Other employees of the Contractor must obtain parking permits from the Airport at the expense of the Contractor.

A.31 RECYCLING/COMPOSTING PROGRAM; CONTRACTOR'S DESIGNATED RECYCLING CONTACT:

Contractor shall be responsible for participating in the Solid Waste/ Recycling/ Composting Program at Denver International Airport.

Denver International Airport currently recycles/composts cardboard, aluminum, office paper, telephone books, newspapers, and organic materials throughout employee break rooms, AOB restrooms, terminal concessions, and terminal restrooms. The recycle/composting program works to promote recycling throughout Denver International Airport. The Contractor shall designate a solid waste/ recycling/ composting contact that will maintain responsibility for the coordinated efforts of the entire program and is required to work with the City and County of Denver, waste removal firms, all airlines, and other tenants located throughout Denver International Airport.

Contractor will be responsible for placing segregated waste materials into the proper receptacles. This includes all current and future waste streams and recycling/composting waste streams. Contractor will handle segregated materials in a manner to ensure that recycling/composting receptacles are not used for inappropriate materials.

Contractor's employees are responsible for picking up, and transporting to the appropriate receptacle, ANY recyclable/compostable material they encounter at any time during their work.

Contractor will be responsible for supporting any future recycling/composting efforts or program enhancements that DIA implements during the Contract term. This could include but is not limited to changes in the recycling materials, segregation approach, locations and types of receptacles, and volume of materials generated.

Contractor will be constructive in their efforts to comply with DIA's recycling, composting and waste management programs.

Contractor shall provide recycle/compost materials collection and disposal for all facilities at DIA including outlying facilities, fire houses and training facilities, etc. This excludes facilities not owned and operated by the City and County of Denver.

The Contractor will coordinate recycling efforts with DIA Contract Maintenance and DIA Environmental Services.

A.32 RELIEF FOR ABSENTEEISM AND VACATION:

The Contractor is required to provide relief personnel for absent or vacationing employees at all times. Every assignment position shall be filled each day and each shift.

If the Project Manager, Operations Manager or Supervisor is absent, the Contractor shall provide a competent replacement that has been given the authority to carry out the duties of the position as required.

Failure to provide personnel, for all positions, as listed in the Staffing Plan of this Contract may result in fines to the Contractor.

A.33 REPORTING:

The Contractor shall keep on file and furnish to the contract administrator or his/her representative each day reporting that includes the following:

A list of the names of all personnel present for work during the current shift, showing shift-by-shift the positions filled by each person, their applicable areas and task(s) under the Contract. This shall be furnished within the first half hour of each shift start.

The total number of hours worked by each person listed, over the shift and/or day, as certified by the Contractor's time records.

Monthly tracking report of all scheduled assignments (other than daily cleaning), i.e. carpet cleaning, weekly, strip and wax, acid wash rough granite, machine scrub and recoat floor, etc.

Inspection Summary Report – The inspection summary report(s) shall provide a summary of all inspections for the entire Airport and shall include the total number of inspections performed during any given month, the frequencies of discrepancies by type and associated correction timeframes, number and types of maintenance observations reported during said period, and all other relevant summary data.

A.34 RESTROOM CHECKLIST:

The Contractor shall be required to provide scanning devices (PREFERRED METHOD). These scanning devices shall provide an end of shift report with the date, time in, time out, comments, and employee name. Failure to record information accurately shall be considered a non-performance of the work by the Contractor. Non-performance shall be warranted as outlined in the RFP and Contract Documents.

A.35 SPECIFICATION CHANGES:

The specifications may be changed unilaterally by the City, if the Contract unit prices are not affected. Notification to the Contractor will be made orally if the duration of such changes is less than one week; otherwise, notification will be made in writing.

A.36 SHIFT HOURS:

Manager, supervisor, and employee shift timeframes, including shift starting and quitting times, shall be staggered so that all areas maintain coverage 24 hours per day, seven days per week, and to assure no breaks in regular service activity.

All areas shall be maintained daily, according to the Tasks and Frequencies Section of this Document.

A.37 DIVERSITY AND INCLUSIVENESS:

The City encourages the use of qualified small business concerns doing business within the metropolitan area that are owned and controlled by, economically or socially disadvantaged individuals, including but not limited to, African Americans, Hispanics, Native Americans (American Indians), Asians, and/or women.

Proposers are encouraged, with respect to the goods or services to be provided under this RFP, to use a process that includes small business concerns, including minority and woman owned companies, when considering and selecting any subcontractors or suppliers. All proposers that intend to use subcontractors, subconsultants, or suppliers with their proposals will provide: 1) a list of all such subcontractors, subconsultants, and/or suppliers; 2) a separate listing of all subcontractors, subconsultants, or suppliers that identified themselves as being a member or members of the categories listed above, if such information is provided; 3) and a statement that the proposals of all identified subcontractors, subconsultants, and/or suppliers were fully reviewed in detail on the same basis as that of other subcontractors, subconsultants, and/or suppliers not falling within those categories.

If a proposal from a qualified subcontractor, subconsultant, and/or supplier within the categories listed above is not selected as a successful subcontractor, subconsultant, and/or supplier for this RFP, the successful proposer will include an adequate explanation of all efforts taken to fully and fairly review all proposals submitted.

A.38 SPECIFICATIONS: WORK PERFORMANCE STANDARDS:

Specifications, showing general outlines and details necessary for a comprehensive understanding of the work, form a part of the Contract Documents. All work under the Contract shall be performed in all respects in strict compliance with the requirements of the Specifications. See Tasks and Frequencies for performing the work specified herein. The Specifications and all other provisions of the Contract Documents are essential parts of the Contract, and a requirement occurring in one is binding as though occurring in all. The Contractor will be supplied with two (2) copies of the Contract Documents. The Contractor shall have available at the site at all times one (1) copy of the Contract Documents.

A.38.a ACID WASH ROUGH GRANITE:

The rough granite flooring (unfinished, flame cut) may require periodic machine scrubbing with a light dilution of Muriatic Acid and water (or other mild acid based solution) to remove oils and grease accumulation. Contractor is to use extreme caution in utilizing said products and insure proper rinsing as well as the safety of its employees and the public.

A.38.b AUTOSCRUB NON-CARPETED FLOORS:

(Not stone; for stone please see Stone Care Instructions)

Use an auto-scrubber to remove soil and spills from non-carpeted corridors, lobbies, concourses and terminal building, etc. Brush or pad pressure shall be adjusted high enough to provide firm contact with the surface but not enough to cause any deleterious effect to the finish

being cleaned. Litter should be picked up and the floor should be properly dust mopped prior to scrubbing. A low-suds detergent concentrate shall be used to prevent excessive foaming in the solution recovery tank. Where practical to do so, furnishings and floor mounted trash, ash plus other receptacles shall be moved out of the area to be scrubbed, thereby reducing the amount of hand mopping required, and shall be moved back to their proper area in a timely manner. The squeegee, when properly adjusted, shall leave no streaks or puddles while scrubbing. Detergent solution left on the surface as a result of turns made during the auto-scrubbing operation shall be removed promptly with a mop, mop bucket and wringer. If the solution is allowed to dry, it will leave a whitish discoloration on the finish. When the floor has been completely scrubbed, it shall be free of soil, streaks, film, or stains.

A.38.c CARPET SHAMPOOING -BONNET METHOD:

Carpet shampooing, bonnet method of carpet is defined as the spot cleaning, vacuuming, pile brushing, shampooing, and re-vacuuming of all carpet in an area. All vacuuming, both before and after shampooing shall be done with an upright carpet vacuum. All stained areas shall be treated with spot cleaning solution, following the directions of the manufacturer. Spot cleaning shall be continued until as much of the stain as possible has been removed. The shampooing shall be performed using a single disc floor machine rotating less than 200 rpm, a bonnet or yarn pad specifically designed for spin pad or bonnet cleaning meeting the specifications for such equipment and materials defined in the Contract Documents. The instructions provided by the manufacturers of the equipment and materials shall be followed during its use. Areas, such as corners, which are inaccessible to the machine, shall be shampooed with shampoo and manual scrubbing devices. Chairs and trash receptacles shall be tilted or moved where necessary to for shampooing and shall be moved back to their proper area in a timely manner. After shampooing and allowing sufficient drying time, the carpet shall be vacuumed following a pattern that will give the carpet pile a clean and uniform appearance.

A.38.d CARPET SHAMPOOING -DRY CLEAN METHOD:

Dry cleaning carpet is defined as the spot cleaning, vacuuming, application and scrubbing of dry cleaning compound followed by another complete vacuuming. All vacuuming should be done with an upright vacuum. All stained areas shall be treated with spot cleaning solution following the directions of the manufacturer. Spot cleaning shall be continued until as much of the stain as possible has been removed. The dry cleaning shall be performed by applying the "dry" chemical and machine scrubbing the area according to the manufacturer's instructions. Chairs and trash receptacles shall be tilted or moved where necessary to for shampooing and shall be moved back to their proper area in a timely manner. After sufficient absorption time, the remaining dry cleaning residue and soil shall be vacuumed completely following a pattern that will give the carpet pile a clean and uniform appearance.

A.38.e CARPET SHAMPOOING -EXTRACTION METHOD:

Carpet shampooing, extraction method is defined as the spot cleaning, vacuuming, pile brushing, operation of the extraction equipment, and re-vacuuming of all carpet in an area. All vacuuming, both before and after the use of the water extraction equipment shall be done with an upright carpet vacuum. All stained areas shall be treated with spot cleaning solutions, following the directions of the manufacturer of the solutions. Spot cleaning shall continue until as much of the stain as possible has been removed. The water extraction equipment and materials shall meet the Specifications defined in the Contract Documents. The extraction equipment shall be operated over the entire carpeted area. All instructions provided by the manufacturer of the extraction equipment and material shall be followed during their use.

Chairs and trash receptacles shall be tilted or moved where necessary to for shampooing and shall be moved back to their proper area in a timely manner. After operating the water extraction equipment and allowing sufficient drying time, the carpet shall be vacuumed following a pattern which shall give the carpet pile a clean and uniform appearance.

A.38.f CLEAN AND DISINFECT DRINKING FOUNTAINS:

Use a spray bottle of germicidal detergent, soft sponge or cloth, small percolator brush, abrasive pad, and a lotion-type cleanser to remove all obvious soil, streaks, smudges, etc., from the drinking fountains and cabinets. Then, disinfect all polished metal surfaces including the orifices and drain. After cleaning, the entire drinking fountain shall be free of streaks, stains, spots, smudges, scale, and other removable soil.

A.38.g CLEAN AND DISINFECT TELEPHONES, MAIL BOXES, VENDING MACHINES, ETC.

Use a spray bottle of germicidal detergent, sponge or cloth, to remove obvious soil streaks, smudges, etc., from telephones, mail boxes, vending machines, etc. After cleaning, all surfaces should be free of streaks, stains, spots, smudges, etc.

A.38.h CLEAN AND DISINFECT WASH BASINS, TOILETS, URINALS AND SHOWERS:

Apply germicidal detergent solution to all fixtures and to the wall area beside and between the fixtures. Clean the insides, tops, sides, and wall areas between the fixtures with a sponge. Wipe the metal surfaces dry with a cloth to prevent spotting.

Clean the insides of the urinals with a bowl mop. Use the bowl mop to clean the underside of the flushing rim. Clean the tops and sides of the urinal with a sponge. This sponge shall be of a particular color that will be used only on commodes and urinals. Wipe metal surfaces dry with a clean cloth to prevent spotting.

Apply germicidal detergent solution to the inside and outside of the commodes and to the wall areas beside them. Spray the top of the seat first, then lift the seat and spray the remainder of the fixture. Clean the inside of the fixture with a bowl mop. Use the bowl mop to clean under the flushing rim. Clean the seat, outside of the fixture, and wall beside the fixture with the same sponge used to clean the outside of the urinals. Wipe the top of the seat and the metal surfaces dry with a cloth to prevent spotting.

Apply germicidal detergent solution to the walls and floors in shower stalls; use a sponge and abrasive pad to damp wipe all surfaces of the shower. Remove all debris from the shower drain.

A.38.i CLEAN WALK-OFF MATS:

Use an upright carpet vacuum, a wet-dry tank vacuum, a pile brush and a carpet stain removal kit to remove soil, moisture, stains, etc., from walk-off matting.

A.38.j COMPLETELY VACUUM CARPET:

Vacuum all carpeted floors and walls to collect surface soil and embedded grit from all areas accessible to the carpet vacuum.

Chairs and trash plus other receptacles shall be tilted or moved where necessary to vacuum underneath and shall be moved back to their proper area in a timely manner. Additionally, as necessary, to prevent any visible accumulation of soil or litter in carpeted areas inaccessible to the upright carpet vacuum, a crevice tool and brush attachment shall be used. After the carpeted floor has been completely vacuumed, it shall be free of all visible litter, soil and embedded grit.

A.38.k DAMP MOP NON-CARPETED FLOORS:

Prior to being damp mopped, the floor surface shall be dust mopped. A wet mop, mop bucket and wringer, and a neutral detergent solution shall be used to remove all soil and non-permanent stains from the entire area. The neutral detergent solution shall be changed periodically and remain clear, or the area damp mopped shall be rinsed with clear water. All accessible areas shall be damp mopped. Chairs, trash receptacles, etc., shall be moved when necessary to mop underneath. After being damp mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area.

A.38.l DAMP MOP AND DISINFECT NON-CARPETED FLOORS:

Prior to being damp mopped and disinfected, the floor surface shall be swept. A wet mop, mop bucket and wringer, and germicidal detergent solution shall be used to remove all soil and non-permanent stains from the entire area. The germicidal detergent solution shall be changed periodically and remain clear, or the area damp mopped shall be rinsed with clear water. All accessible areas shall be damp mopped and disinfected. Chairs, trash receptacles, etc., shall be moved when necessary to mop underneath. After being damp mopped and disinfected, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc. or mop strands remaining in the area.

In large areas with floor drains, a pump-up sprayer may be used to apply the germicidal detergent solution to the entire floor area and allowed to remain for three to five minutes. Then a floor squeegee shall be used to squeegee the solution into the floor drain. A damp mop shall be used to dry areas inaccessible to the floor squeegee.

A.38.m DESCALE TOILETS AND URINALS:

Use non-acid or acid-type bowl cleaner and a nylon bowl mop to remove scale, scum, mineral deposits, rust stains, etc., from toilet bowls and urinals. After descaling, the entire surface shall be free from streaks, stains, scale, scum, mineral deposits, rust stains, etc. Caution must be used to prevent damage to adjacent surfaces caused by spills of the acid-type bowl cleaner.

A.38.n DISINFECT FURNITURE, FIXTURES, WALLS, PARTITIONS, DOORS, ETC.

Use a sponge or cloth and germicidal detergent solution to damp wipe and disinfect all surfaces of furniture, fixtures, walls, partitions, doors, etc.

A.38.o DUST BUILDING AND FURNITURE SURFACES:

Use a lightly treated dust cloth, lightly treated hand-held dusting tool, lambs wool dusting tool, tank vacuum with dusting attachments, or combination of these dusting tools, to remove all dust, lint, litter, dry soil, etc., from the horizontal surfaces of desks, chairs, file cabinets, and other

types of office furniture and equipment and from horizontal ledges, window sills, blinds, hand rails, etc., below 7' 0" from the top of the floor surface. Items on desk tops are not to be disturbed. After regular dusting, all such surfaces shall have a uniform appearance, be free of streaks, smudges, dust, lint, litter, etc. Dusting shall be accomplished by removal of soil from the area - - not by rearranging it from one surface to another.

A.38.p DUST MOP NON-CARPETED FLOORS:

Use a clean dust mop of the largest suitable size for the area. At the end of each pass, turn the dust mop without lifting it from the floor, overlapping the previous pass by one or two inches. Continue this pattern until the entire area is free of visible soil. To remove the soil which has been collected, but does not adhere to the mop, carefully lift the mop head off the floor and lean the mop against the trash collection cart or the janitorial cart. Be careful not to let the mop head or handle touch building or furniture surfaces. Pick up the soil with a counter brush and dustpan. Dump the soil into the trash collection bag.

To remove the soil from the mop head, use an upright or tank vacuum with attachments to vacuum the soil from the head. Never pick the mop up from the floor and shake. If no vacuum is available, carefully hold the mop over a trash collection cart and brush with a utility brush.

A.38.q EMPTY TRASH AND ASH RECEPTACLES:

All waste receptacles, public ash receptacles, pencil sharpeners, and other trash containers within the area shall be emptied and returned to their initial location. Boxes, cans, papers, etc., placed near a trash receptacle and marked "TRASH" shall be removed. All waste from such trash receptacles shall be removed from the area and emptied into a designated trash dumpster or receptacle in such a manner as to prevent the adjacent area from becoming littered by such trash. Sand in cigarette butt receptacles shall be strained to remove ashes and debris.

A.38.r MACHINE SCRUB CONCRETE FLOORS AND SEAL:

Machine scrubbing of concrete floors is defined as applying a detergent solution to all areas of the floor, allowing the solution to remain on the floor for three to five minutes, operating a floor machine operating at less than 200 rpm equipped with a blue or green floor pad over all accessible floor areas (including those areas which can be made accessible by the removal of non-fixed furnishings), manually scrubbing those areas which are inaccessible to the floor machine, removing the solution from the floor and rinsing the floor twice with clear water. Once floor is completely dry, apply concrete sealer following manufacturer's recommendations.

A.38.s MACHINE SCRUB AND RECOAT:

Machine scrub and recoat is performed on floors that have deteriorated significantly losing the desired "wet" look, but are not yet ready to be stripped and refinished. In order to perform this procedure, it should be determined that some floor sealer and finish remains on the floor. Machine scrubbing is defined as applying a detergent solution to all areas of the floor, allowing the solution to remain on the floor for three to five minutes, operating a floor machine operating at less than 200 rpm, equipped with a blue or green floor pad, over all accessible floor areas (including those areas which can be made accessible by the removal of non-fixed furnishings), manually scrubbing those areas which are inaccessible to the floor machine, removing the solution from the floor and rinsing the floor twice with clear water. Recoating shall then be accomplished by applying one or more coats of metal cross link polymer floor finish as specified

in the Contract Documents. After recoating, the floor residue should be removed from baseboards, kick plates, building and furniture surfaces.

See Stone Care Instructions. Estimated Quantity 400,000 sq. ft. Machine scrub polished granite using Lithofin SCS and rinse thoroughly. Apply Material and scrub using automatic scrubbers and red pads with vacuum in the up (or off) position. Allow to dwell for 5-10 minutes. After sufficient dwell time, rinse with clean water and vacuum down (or on). A de-foaming agent in the vacuum tank is suggested. Immediately after completely rinsing, apply Lithofin DCC using automatic scrubbers and clean red pads. Buff floor with white pads and high speed buffers/burnishers.

Dilution and Coverage Rates:

SCS = 10 liters for every 20 gallons of water (covers 40,000 sq. ft.)

DCC = 2 liters to every 20 gallons of water (covers 40,000 sq. ft.)

See Stone Care Instructions. Estimated Quantity 45,000 sq. ft. Machine scrub rough cut and honed (not polished) granite. Machine scrub using Lithofin SCS and rinse thoroughly. Apply Material and scrub using automatic scrubbers and non –abrasive stiff bristle brushes with vacuum in the up (or off) position. Allow to dwell for 5-10 minutes. After sufficient dwell time, rinse with clean water and vacuum down (or on). A de-foaming agent in the vacuum tank is suggested. Immediately after completely rinsing, apply Lithofin DCC using automatic scrubbers and clean “soft bristle” brushes.

See Stone Care Instructions. Estimated Quantity 45,000 sq. ft. Resurface polished Granite floors. Polish floors using diamond polishing/grinding disks. Following grinding/polishing with diamond disks, floors should be polished with a granite polish to restore the original luster to the floor.

A.38.t MACHINE SCRUB RESTROOM FLOORS:

Machine scrubbing of floors is defined as applying a germicidal detergent solution to all areas of the floor, allowing the solution to remain on the floor for three to five minutes, operating a floor machine operating at less than 200 rpm, equipped with a blue or green floor pad over all accessible floor areas (including those areas that can be made accessible by the removal of non-fixed furnishings), manually scrubbing those areas that are inaccessible to the floor machine, removing the solution from the floor and rinsing the floor twice with clear water.

A.38.u PARTIALLY VACUUM CARPETED FLOORS:

Use an upright carpet vacuum to remove obvious soil and litter from the carpet.

A.38.v POLICE:

Remove litter. Sweep or vacuum obvious soil from floors and mats. Spot clean unsightly soil from building, fixture and furniture surfaces. Spot mop floors to remove liquids and unsightly soil. Empty trash and ash receptacles that may become full prior to the next scheduled cleaning. Check all recycle containers, empty into appropriate waste containers and replaced with a new liner. Clean the interior and exterior of container as needed. Refill paper towel, toilet tissue, hand soap and other dispensers, or their batteries, that may become depleted prior to the next scheduled cleaning. Refill of dispensers will not take place too early so as to generate

unnecessary waste of supply product; there shall be no refill of toilet tissue where there is more than a half inch left on roll. Remove carpet stains. Empty/dry vacuum, or exchange if necessary, wet or ineffective entrance mats.

A.38.w POLICE FLOORS TO REMOVE LITTER:

All visible or reported litter such as paper, rubber bands, paper clips, chewing gum, dead bugs/rodents (moths, beetles, roly-poly, mice, or birds), etc., shall be appropriately picked up, swept up, or vacuumed and placed in the proper waste collection container.

A.38.x REARRANGE FURNITURE AS REQUIRED:

All furniture moved by the Contractor's employees during the performance of the work shall be returned to its' appropriate location in a timely manner. Additionally, all other office furniture such as chairs, waste receptacles, or planters shall be returned to their appropriate location.

A.38.y RECOAT NON-CARPETED FLOORS WITH METAL CROSS-LINK POLYMER FLOOR FINISH:

Recoating is performed to replace floor finish that has been removed by normal activity and floor maintenance procedures. Recoating should be performed to restore a floor to a uniform and glossy appearance before it is necessary to strip, seal, and refinish. Recoating is defined as the application of one or more coats of finish to a floor to within six (6) inches of the baseboards after the floor has been thoroughly dust mopped and machine scrubbed.

A.38.z REFILL PAPER TOWEL, TOILET TISSUE, HAND SOAP, AND FEMININE HYGIENE DISPENSERS:

All dispensers shall be completely filled to the proper level. The paper supplies and hand soap shall be placed in the dispensers in accordance with the directions of the paper and dispenser manufacturers. Hand soap dispensers and adjacent surfaces shall be wiped to remove spillage.

A.38.aa REPLACE OBVIOUSLY SOILED OR TORN TRASH RECEPTACLE LINERS:

All plastic liners that are torn or obviously soiled shall be removed from trash receptacles and replaced with new plastic liners. The liners shall be folded back over the rim of the receptacle.

A.38.bb SPRAY AND/OR SPOT CLEAN FURNITURE, FIXTURES, WALLS, PARTITIONS, DOORS, ETC.

Use a sponge, clean cloth, and spray bottle of neutral detergent, germicidal detergent, or glass cleaner to remove fingerprints, smudges, marks, streaks, etc., from washable surfaces of walls, partitions, doors, furniture, fixtures, appliances, etc. Germicidal detergent shall be used in rest rooms, locker rooms, food service areas, and drinking fountains. Glass cleaner shall be used on hard-to-remove spots. After spot cleaning, the surfaces shall have a clean, uniform appearance, be free of streaks, spots, and other evidence of removable soil. This includes both sides of glass in exterior doors and vestibules and in interior offices.

A.38.cc SPRAY AND/OR SPOT CLEAN TRASH AND ASH RECEPTACLES:

The exterior of trash receptacles shall be damp wiped with neutral detergent solution from a spray bottle and a clean sponge or synthetic fiber cloth to remove evident soil. Wet spills on the interior of trash receptacles shall be removed. Cigarette butt receptacles shall be damp wiped with a sponge to remove evident soil. Lotion-type cleanser and an abrasive pad shall be used on hard-to-remove soil. In rest rooms, locker rooms, and food services areas, germicidal detergent shall be used in lieu of neutral detergent.

A.38.dd SPRAY AND/OR SPOT MOP NON-CARPETED FLOORS:

A wet mop, mop bucket and wringer, and a neutral detergent solution shall be used to remove all obvious soil and non-permanent stains from the entire area. The neutral detergent solution shall be changed periodically and remain clear, or the area spot mopped shall be rinsed with clear water.

Trash receptacles, chairs, etc., shall be moved when necessary to spot mop underneath and shall be moved back to their proper area in a timely manner. After being spot mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil. There shall be no splash marks or mop streaks on furniture, walls, baseboards, etc., or mop strands remaining in the area. In restrooms, locker rooms, medical areas, food areas, and seating chairs germicidal detergent shall be used in lieu of neutral detergent.

A.38.ee SPRAY –BUFF OR BURNISH:

Prior to being spray-buffed or spray-burnished, the floor surface shall be dust mopped. A single-disc floor machine, buffing pad, and a spray bottle with spray-buffing solution may be used to restore a uniform gloss and protective finish to resilient tile or terrazzo floors that are finished with a metal-link polymer floor finish. The spray-buff solution shall be a premixed solution formulated as a companion product to the finish already on the floor. All areas accessible to the floor machine shall be spray-buffed. If burnished, a restorer solution shall be applied to the floor and burnished according to manufacturer's instructions. Any restorer solution used shall be a companion product to the floor finish already on the floor. Chairs, trash receptacles, etc., shall be tilted or moved where necessary to spray-buff or spray-burnish underneath and shall be moved back to their proper area in a timely manner. The floor shall be dust mopped after spray-buffing or spray-burnishing. After spray-buffing or spray-burnishing, the entire floor shall have a uniform; glossy appearance, free of scuff marks, heel marks, and other stains, and shall have a uniform coating of floor finish. All spray-buff solution shall be removed from baseboards, furniture and trash receptacles.

A.38.ff STONE CARE INSTRUCTION – STONE FLOORS THROUGHOUT DENVER INTERNATIONAL AIRPORT:

NO PRODUCT SUBSTITUTIONS WILL BE ALLOWED IN THE CARE OF STONE FLOORS WITHOUT ADVANCED WRITTEN CONTRACT ADMINISTRATOR APPROVAL AFTER ALL ENVIRONMENTAL GUIDELINES IN THIS CONTRACT ARE MET.

MAINTENANCE (Daily Repetition)

POLISHED GRANITE

Machine scrub using Lithofin DCC (no rinsing). Apply using automatic machines and clean red pads down (or on). Buff (high speed) with white pad. Dust mop as needed.

ROUGH CUT AND HONED (NOT POLISHED) GRANITE

Machine scrub using Lithofin DCC (no rinsing). Apply using automatic machines and soft brushes with vacuum down (or on). Sweep as needed.

Dilution and coverage rates: DCC

Polished Granite –one (1) liter per twenty (20) gallons of water (covers 40,000 sq. ft.)

Rough cut & honed granite –one (1) liter per twenty (20) gallon of water (cover 30,000 sq. ft.)

CHEMICAL SPECIFICATIONS (STONE)

LITHOFIN PSI-SILICONE IMPREGNATOR

Premium quality silicon impregnator for use on all stone surfaces for protection against water and oil based stains. Serves to make the surface dense while remaining permeable (97%). Offers no appearance change and is U.V. resistant. The projected useful life of PSI is up to four to six (4-6) years.

LITHOFIN SCS-STONE CLEANER/ STRIPPER (ACID FREE)

Designed to readily clean greasy dirt and other surface soils as well as easily remove maintenance product buildups.

LITHOFIN CFR-HEAVY DUTY CEMENT FILM REMOVER (ACIDIC)

An acid containing cleaner for the removal of grout film, lime deposits and construction dirt. Designed specifically for cleaning of rough cut granite and other textured and honed natural stone.

LITHOFIN DCC-DAILY CLEANER AND CONDITIONER

A highly concentrated cleaner and conditioner designed not only to clean but to form "dirt repellent" film on all stone surfaces. DCC is totally natural, biodegradable and will not scuff or turn yellow. Daily use will produce an opalescent effect in polished surfaces.

A.38.gg STRIP AND REFINISH FLOORS:

Stripping is defined as the complete removal, without damage to the floor surface, of all finish and/or sealer from all visible floor surfaces and from those floor surfaces that can be exposed by the removal of non-fixed furnishings. The Contractor shall be responsible only for the removal and return of items such as trash receptacles, tables, chairs, desks, etc. Stripping shall also include the complete removal of all marks, scuffs, stains, etc., except in cases in where there is damage to the floor surface. The stripping chemical(s) used shall meet the specifications given in this manual for the type of finish and/or sealer being stripped and shall be used according to the manufacturer's directions. The floors shall be scrubbed with a floor machine equipped with a stripping pad, except those areas in which the use of manual scrubbing devices are necessary to completely remove the finish and/or sealer (along walls, in corners, etc.).

The stripping solution and rinse water shall be picked up with a wet/dry vacuum except in areas where its use is impossible or impractical (very small areas, areas with low amperage circuits, etc.). All floor surfaces to which stripper has been applied shall be rinsed thoroughly with clean water. When a wet/ dry vacuum is used, the area shall be rinsed at least once after the stripping solution has been removed. If a mop is used to pick up the stripping solution, the area shall be rinsed at least twice.

Refinishing is defined as the proper application of at least three coats of finish to all areas. In areas where resilient tile is excessively worn or porous, one or more coats of sealer shall be applied with a clean, fine strand, rayon mop head. No finish which has been removed from its original container shall be returned to that container. After the finish has dried, the reflectance shall be uniform and no streaks, swirls, etc., shall be visible. No stripping solution or finish shall remain on baseboards, doors, or other surfaces.

A.38.hh SWEEP OR DUST MOP NON-CARPETED FLOORS:

Prior to sweeping the floor surface, use a mop and neutral detergent solution to remove spills and obvious soil from the floor; and use a putty knife to remove gum, tar, and other stick substances from the floor. On resilient tile, terrazzo, smooth sealed concrete or other smooth finished floor surfaces use a treated dust mop and dustpan to remove accumulated soil and litter. On rough, unsealed concrete, or other floors where dust mopping is not effective, use a push broom. The entire area to be swept shall be cleaned thoroughly to remove dust, dry soil, and other litter. Chairs and trash receptacles shall be tilted or moved where necessary to sweep underneath, and shall be moved back to their proper area in a timely manner. After the floor has been swept, the floor surface, including corners and abutments, shall be free of streaks, litter, and spots caused by spills or tracking. Carpet-type entrance mats shall grit and to restore the resiliency of the carpet pile. Rubber polyester entrance mats shall be swept, vacuumed, or "hosed-down" to remove soil and grit. All entrance shall be lifted to remove soil and moisture underneath and shall then be returned to their normal location.

A.38.ii TASKS AND FREQUENCIES REQUIRED:

TASK	FREQUENCY
FIRST AND SECOND SHIFT BASICS	
Rearrange out of place chairs and furniture.	1 x per shift
Clean and disinfect all drinking fountains, all telephones and any kiosks. Polish chrome and metal.	2 x per shift
Spot clean building and furniture surfaces including all walls, pillars, stainless steel, counters, carousels, etc.	2 x per shift
Sweep, spot mop and tack mop hard floor surfaces.	2 x per shift
Dust and/or spray clean, polish dry where applicable, all surfaces including but not limited to: ledges, window sills/ blinds, podiums, counters, consoles, furniture (as well as chair legs, arm rests, tops of lockers, etc).	2 x per shift
Remove gum, stickers, tape, etc.	2 x per shift
Empty all trash containers as needed. Any container that is more than half full should be emptied. Replace with a new liner. Spot clean the exterior of the cans.	4 x per shift
Check all recycle containers, empty into appropriate containers and replaced with a new liner as needed. Clean the interior and exterior of container as needed.	4 x per shift
Police all floors, surfaces, equipment, planters, etc., and remove all litter and obvious trash. Sweep under all furniture. Report any lost item found (Deliver lost items to the City Lost and Found).	4 x per shift
Sweep at all entrances and exits. Vacuum mats at all entrances and exits.	4 x per shift
On-call, spot clean carpet.	Upon request

THIRD SHIFT BASICS	
Check all recycle containers, empty into appropriate containers and replaced with a new liner as needed. Clean the interior and exterior of container.	1 x per shift
Clean and disinfect all drinking fountains, all telephones and kiosks. Polish chrome and stainless steel.	1 x per shift
Arrange furniture properly and neatly as required.	1 x per shift
Clean building and furniture surfaces including all walls, pillars, stainless steel, counters, carousels, etc.	1 x per shift
Vacuum mats at all entrances and exits. Sweep all entrances and exits.	1 x per shift
Remove gum, stickers, etc.	1 x per shift
Police, sweep, mop, and/or scrub all hard surface floors nightly.	1 x per shift
Vacuum all carpeted floors, including under all chairs and furniture. Clean all corners and edges.	1 x per shift
Remove carpet stains as needed.	1 x per shift
Empty all trash containers. Replace with a new liner. Clean the interior and exterior of the cans as needed.	2 x per shift
Hand mop/scrub perimeter floor area adjacent to windows, carousels, walls etc., to remove any build up of wax, grease or other soil if applicable.	2 x per week
Burnish/ spray buff terrazzo and tile floors if applicable.	3 x per week
Dust all vertical surfaces within arms reach includes dusting and sweeping of carpeted wall surfaces and all vents.	Weekly
Dust the tops of all horizontal surfaces up to a height of twenty feet (20').	2 x per month plus any additional request
OFFICE BASICS	
Empty all trash receptacles. Clean out the inside of the container if needed. Wipe down the exterior of the container. Replace the liner if needed.	1 x per shift
Dust all horizontal building and furniture surfaces. Do not rearrange items on desks unless specifically told to do so.	1 x per shift
Spot clean all building and furniture surfaces.	1 x per shift
Arrange furniture as required.	1 x per shift
Pick up any obvious trash on the floor.	1 x per shift
Clean and disinfect telephones .	1 x per shift
Sweep tile floors and mop as needed.	1 x per shift
Vacuum carpeted floors thoroughly.	1 x per shift
De-trash all planters	1 x per shift
Report any carpet stains that require special work and any broken or damaged items to your Supervisor immediately.	1 x per shift
Dust vents, partitions and window sills weekly. Also, dust window blinds where applicable once a week.	Weekly
OFFICE BASICS	

Thoroughly wet mop all vinyl type floors and other hard surface flooring. Raised computer flooring to be damp mopped only and buckets with water are to remain outside of raised floor areas.	Weekly
Perform high dusting of horizontal surfaces over arms reach.	Monthly
Detail vacuum all carpeted areas along edges, corners and other hard to reach areas or areas inaccessible with upright.	Monthly
Vacuum upholstered furniture including under cushions where applicable.	Monthly
Perform high dusting of vertical surfaces over arms reach.	Quarterly
Wash painted doors, door jambs, hinges etc.	Quarterly
Dust and/or damp wipe the interior of fluorescent light lenses.	Annually
Completely wash and polish dry all desks, file cabinets, credenzas, counters, consoles and other enclosures, housings etc.	Annually

1. MAIN TERMINAL AND CONCOURSE AREAS (INCLUDES A-SECURITY, BRIDGES, WALKWAYS, COMMUTER AND COMMON AREAS)

First and Second Shift – All areas listed shall be cleaned using the specifications listed under “First and Second Shift Basics”.

Third Shift – All areas listed shall be cleaned using the specifications listed under “Third Shift Basics”.

2. ALL CITY AND COUNTY OF DENVER OFFICES THROUGHOUT THE FACILITY (INCLUDES BREAK ROOMS):

A. ALL CITY OFFICES on Airport property including but not limited to the following: Call Center, Information Desk Locations and Press Room, Lost and Found, A-Concourse TSA, 4TH Floor Wellness Center, and Inter-Faith Chapel, AOB (Airport office building) A/C & B-turnstyle Buildings, MAINTENANCE CENTER/ Vehicle storage building (restrooms & fitness center) , GROUND TRANSPORTATION HOLDING LOT, AND SECONDARY CITY OFFICES All areas listed (and other as designated) will be cleaned 5 to 7 times per week

First Shift – All areas listed, (and others as designated) shall be cleaned 1x per day following the specifications listed under “Office Basics”.

Second Shift - All areas listed (and others as designated) shall be policed 1x per day according to specifications listed under “First and Second Shift Basics”, upon request or as needed.

Third Shift- All areas listed (and others as designated) Will follow specification for Hard Surface “finish” floor and Carpet Cleaning specification

B. CARPENTERS SHOP, OUTSIDE TRAILERS, FIRE STATIONS AND TRAINING FACILITY, HVAC FACILITY AT VALUE RENTAL CAR, SNOW DORM FACILITY, AIRPORT SECURITY SATELLITE OFFICE, AIRSIDE OPERATIONS, GLYCOL BUILDING and TSA/DPD dog kennel facility

First Shift – All areas listed except Fire Stations (and others as designated) shall be cleaned 3 times per week following the specifications listed under “Office Basics”

Second Shift-All areas listed except Fire Stations Will follow specifications listed under “First and Second Shift Basics” upon request or as needed

- Third shift- All areas listed-Will follow specifications for Hard Surface “finish” floor and Carpet Cleaning specifications

3. ESCALATORS; WALKALATORS –ALL AREAS SERVICED

Note: Primary cleaning of escalators will be on Third Shift. However, persons working in the area of any given set of escalators will be responsible for policing said escalators on a continuous basis, as equipment and traffic flow permits, on First and Second Shifts.	
First and Second Shift	
Dust and/or spray clean the stainless steel ledges/ sills holding the glass partitions on the interior (step side).	1 x per day
Spot clean the glass partitions on the interior (step side).	1 x per day
Police, sweep and mop escalator "on/off" plates (i.e. metal floor plates).	1 x per day
Police, sweep step treads to remove dirt and debris lodged in treads.	3 x per day
Police floors, remove gum, litter, etc., from treads, landing.	3 x per day
Damp mop step treads to remove spills (i.e. coffee, soda pop, etc).	3 x per day
Spray clean/ wipe down under sides of the rubber hand rails to remove dirt and grime.	3 x per day
Third Shift	
Dust and/or spray clean the stainless steel and other horizontal or inclined surfaces or ledges, sills, etc.	Weekly
Wash the rubber hand railing completely.	Weekly
Utilizing an escalator "tread cleaning machine" or steel wire brushes clean the treads of each step to remove dirt, grime, residue, spilled liquids, etc., from grooves in steps and immediate areas.	Monthly
Polish stainless steel side panels on outer housing of escalator to height of seven feet (7') to top of escalator.	Monthly
Wash and/or polish "under side" stainless steel panels on escalator housing.	Semi-Annual
4. PUBLIC RESTROOMS –ALL AREAS SERVICED	
First and Second Shift	
Complete the following tasks twelve times per shift for TE-M5, TW-M6, TW-W8, TE-W7, TE-M23, TE-W21, TW-M22, TW-W24, AE-M5, AE-W6, AW-M3, AW-W4, AW-W2, AW-M1, BW-M7, BW-W8, BW-W6, BW-M5, BW-W4, BW-M3, BW-W2, BW-M1, BE-M9, BE-W10, BE-M11, BE-W12, BE-M13, BE-W14, BE-M15, BE-W16, CE-W6, CW-M5, CW-W4, AND CW-M3 restrooms and eight times per shift all other restrooms, EXCEPT CUSTOMS where tasks will be performed once per shift or as often as access is granted. The restroom cleaner must wear rubber gloves and safety glasses while completing the assigned work. After completion of work, gloves should be removed and hands thoroughly washed. If gloves have contacted potentially infectious materials they should be discarded.	
Police floors, pick up all loose trash and debris in the restroom and place in the appropriate waste disposal container.	12 / 8 x per shift
Empty trash receptacles and sanitary napkin disposal boxes by removing liners and dispose of in waste bag. Replace with a new liner.	12 / 8 x per shift
Re-supply towels, tissue, seat covers and hand soap. Be sure that all dispensers are full. Clean all dispensers on a daily basis to avoid buildup of soap and film.	12 / 8 x per shift
4. PUBLIC RESTROOMS –ALL AREAS SERVICED	
First and Second Shift	

Clean the inside surfaces of commodes and urinals as needed with a bowl mop and bowl cleaner. Pay special attention to cleaning under the rims and corners of commodes and urinals.	12 / 8 x per shift
Clean the outside surfaces of the commodes and urinals, as needed, with disinfectant cleaner. Be sure to clean under the bowls and bottoms of the urinals. All metal and chrome should be polished with a clean, soft cloth. Pay special attention to the cleaning of walls and partitions adjacent to commodes and urinals. Clean and dry both sides of the toilet seats and leave them in an upright position.	12 / 8 x per shift
Clean sinks as needed with a disinfectant cleaner; liquid cleanser may be used as needed. Pay special attention to the chrome fixtures. Make sure that all pipes are cleaned daily.	12 / 8 x per shift
Clean all stainless steel and partitions as needed with water and/or wipe clean with a soft dry cloth. Remove any graffiti, stickers, etc.	12 / 8 x per shift
Clean mirrors as needed.	12 / 8 x per shift
Dust all surfaces, including tops of partitions, as needed.	12 / 8 x per shift
Restroom floors should be spot mopped as needed using a cleaner disinfectant solution. All areas inaccessible to the mop must be hand scrubbed. Any gum, stickers, graffiti, etc., should be removed. Disinfectant cleaner should be changed periodically to ensure that floors are not being cleaned with dirty water. At the end of the shift, mop heads should be cleaned and stored so that they will dry; mop heads should be replaced as needed.	12 / 8 x per shift
Third Shift	
<i>Close the restroom to the general public for deep clean.</i> The restroom cleaner must wear rubber gloves and safety glasses while completing the assigned work. After completion of work, gloves should be removed and hands thoroughly washed. If gloves have come in contact with any potentially infectious materials they should be discarded.	
Pick up all loose trash and debris in the restroom and place the waste into the appropriate waste receptacle.	3 x per shift
Empty trash receptacles and sanitary napkin disposal boxes by removing liners and dispose of in waste bag. Wash the trash container if needed. Replace with a new liner.	3 x per shift
Re-supply towels, tissue, seat covers and hand soap. Be sure that all dispensers are full. Clean all dispensers on a daily basis to avoid buildup of soap and film.	3 x per shift
Clean the inside surfaces of all commodes and urinals with a bowl mop and bowl cleaner. Pay special attention to cleaning under the rims and corners of commodes and urinals.	2 x per shift
Clean the outside surfaces of the commodes and urinals with disinfectant cleaner. Be sure to clean under the bowls and bottoms of the urinals. All metal and chrome should be polished with a clean, soft cloth. Pay special attention to the cleaning of walls and partitions adjacent to commodes and urinals. Clean and dry both sides of the toilet seats and leave them in an upright position.	2 x per shift
Clean sinks with disinfectant cleaner; liquid cleanser may be used as needed. Pay special attention to the chrome fixtures. Make sure that all pipes are cleaned daily.	2 x per shift

Clean all stainless steel and partitions as outlined in the handout regarding stainless steel. Remove any graffiti, stickers, tape, etc.	2 x per shift
Clean mirrors.	2 x per shift
Dust all surfaces, including high dusting of partitions and vents. This includes dusting of all door jams and hinges.	1 x per shift
Clean out floor drains as needed and pour water down them to keep them from drying out.	1 x per shift
Restroom floors should be mopped thoroughly using a cleaner disinfectant solution. All areas inaccessible to the mop must be hand scrubbed. Any gum or stickers should be removed. Disinfectant cleaner should be changed periodically to ensure that floors are not being cleaned with dirty water. At the end of the shift, mop heads should be cleaned and stored so that they will dry; mop heads should be replaced as needed.	1 x per shift
Any damaged, broken and/or missing items must be reported to Supervisor immediately.	1 x per shift
At the end of shift all items are to be properly stored and the janitor closet is to be left neat and clean.	1 x per shift
Clean out floor drains as needed and pour water down them to keep them from drying out.	1 x per shift
Vacuum the entrance walls, all ceiling vents, diffusers, and return air grills.	2 x per week
Completely wash down partitions with a disinfectant solution and towel dry.	2 x per week
Completely wash down exterior portions of commodes and urinals with a disinfectant solution and towel dry.	2 x per week
Cover all mechanical dispensers with liquid resistant material. Wash and dry all ceramic tile walls with disinfectant solution.	2 x per week
Machine scrub all ceramic tile floors with disinfectant solution.	Monthly
Dust and wash tops of light fixtures not recessed in ceiling.	Monthly
Dust and wash the interior side of light lenses where applicable.	Semi-Annually

5. NON-PUBLIC RESTROOMS	
First Shift – Shall be cleaned 2x per shift according to cleaning specifications listed under “Public Restrooms First and Second Shift”.	
Second Shift – Shall be cleaned 2x per shift according to cleaning specifications listed under “Public Restrooms First and Second Shift”.	
Third Shift – Shall be cleaned 1x per shift according to cleaning specifications listed under “Public Restrooms Third Shift”.	
6. JET BRIDGES	
Third Shift	
Spot Wash and dry all doors, rails and walls. Graffiti may be removed with approved chemical.	1 x per shift
Pick up any obvious trash on the floor.	1 x per shift
Sweep and thoroughly mop all rubber mat type floor and gutters where the rollers sit, paying special attention to all corners and edges.	1 x per shift
Remove gum, stickers, etc. from all surfaces	1 x per shift
Dust all light fixtures, horizontal ledges and the bridge console area.	1 x per shift
Vacuum all carpeted floor thoroughly areas along edges, corners and other hard to reach areas or areas inaccessible with upright.	1 x per shift
Shampoo carpet	Every 2 weeks
7. STAIRWELLS –ALL AREAS SERVICED /FROM MEZZANINE TO RAMP LEVEL	
First and Second Shift	
Clean all doors, rails and walls. Graffiti may be removed with approved chemical.	1 x per day
Sweep and dust mop floors, paying special attention to all corners and edges. After sweeping, mop all floor surfaces.	1 x per day
Dust all vents.	1 x per day
Police floors, remove gum, stickers, tape, etc., from all surfaces.	1 x per day
Dust all light fixtures and horizontal ledges.	1 x per day
Third Shift	
Dust and/or vacuum all horizontal and inclined surfaces within arms reach (i.e. ledges, steel I-beam, tops of fire extinguishers, tops of light fixtures, etc.).	Weekly
Thoroughly wet mop floors/steps.	Weekly
Dust and/or vacuum vertical surfaces (i.e. walls) to a height of 8' from each step and landing.	Quarterly
Wash all painted structural steel (i.e. i-beams, steel railings, etc).	Quarterly
Wash fire extinguisher, holding bracket, etc.	Quarterly
Vacuum and/or wash any ductwork, conduit, pipes, vents and grills.	Quarterly
Wash all painted walls.	Semi-Annually
Wash the tops, sides, interior and exterior lens cover, reflector portion, etc., of light fixtures.	Semi-Annually
8. ELEVATORS –ALL AREAS SERVICED	

Complete the following two times per shift on First and Second Shift and once per shift on Third Shift.	
Sweep, dust mop and/or vacuum elevator floors.	2/1 x per shift
Damp/ wet mop elevator floors.	2/1 x per shift
Spot wash elevator walls to remove smudges, finger prints and/or other foreign substances. Polish dry.	2/1 x per shift
Clean stainless steel with water and a clean cloth.	2/1 x per shift
Sweep, brush or vacuum elevator tracks to remove dirt and debris.	2/1 x per shift
Spot wash elevator doors and clean stainless steel.	2/1 x per shift
Wash down elevator doors inside and out, towel dry.	Weekly
Wash elevator tracks, towel dry.	Weekly
Wash down elevator walls, towel dry.	Weekly
Machine scrub and recoat hard surface floors with a minimum of (2) two coats of floor finish.	Quarterly
Wet/dry vacuum any liquids in elevator pits; handle appropriately under all required environmental guidelines. Any and all liquids removed from the elevator pits must be directly placed into provided appropriate containers.	Per Request ~Quarterly
9. CUSTOMS AND INTERNATIONAL (OFFICES, RECEIVING, MAINTENANCE, BAGGAGE, AND COMMON AREAS)	
First and Second Shift – All areas listed shall be cleaned 1x per shift (or upon request) using the specifications listed under “First and Second Shift Basics”.	
Third Shift – All areas listed shall be cleaned 1x per shift (or upon request) using the specifications listed under “Third Shift Basics”.	
10. 4th level TERMINAL/A.O.B. AND CONCOURSES RAMP/APRON LEVEL LOADING DOCKS/ HALLWAYS/ PARKING/ GARAGE/ COMMON AREAS/CORRIDORS	
First and Second Shift	
Collect trash from waste receptacles (dumpsters excluded) and remove to a designated area. Replace liner. Clean the inside of the container if needed.	1 x per shift
Police for debris.	1 x per shift
Clean ashtrays, change sand as necessary.	1 x per shift
Sweep dock areas, vehicle drive in, truck parking areas. Remove foreign substances from floors. Oil puddles to be covered with an oil absorbent type product to facilitate sweeping up of oil.	1 x per shift
Wet wipe hand rails and other railing.	1 x per shift
Brush off guard rails in front of block glass.	1 x per shift
Spot wash doors and door frames to A.O.B., weather/temperature permitting.	Weekly
Sweep walkway areas.	Weekly
Machine scrub oil spots with a degreasing agent (temperature permitting).	Weekly
Damp wipe lighting units hanging down over dock (truck unloading lights).	Bi-Monthly
Machine scrub A.O.B. dock (weather/temperature permitting).	Monthly
10. 4th level TERMINAL/A.O.B. AND CONCOURSES RAMP/APRON LEVEL LOADING DOCKS/ HALLWAYS/ PARKING/ GARAGE/ COMMON AREAS/CORRIDORS	
Wash painted walls on dock up to a height of 8'.	Monthly

Wash doors from dock to maintenance area.	Quarterly
Brush/vacuum and wash louvers/grills on the vertical part of dock.	Quarterly
Dust/brush/vacuum heating units hanging over dock.	Quarterly
Vacuum the air return, exhaust outtake and other ventilating grills protruding from over head ductwork.	Annually
Third shift Machine scrub concrete floors/Seal concrete floors listed in (10.)	Daily/Quarterly
11. SIDEWALKS, ISLANDS, ENTRY AREAS, AND WALK RAMPS TO PARKING	
First and Second Shift	
Dust or damp wipe all signage.	1 x per shift
Spot clean the exterior of trash receptacles.	2 x per shift
Spot clean all building and furniture surfaces.	2 x per shift
Remove gum, stickers, tape, etc.	2 x per shift
Sweep and police all sidewalk, stair, and floor areas to remove litter.	2 x per shift
Sweep and police between doors, sweep out all entrance areas.	2 x per shift
Empty all trash receptacles and replace liners. Empty all ashtrays and clean ashtrays with general purpose cleaner.	4 x per shift
Third Shift	
Spot clean the exterior of trash receptacle as needed.	1 x per shift
Clean all walls, handrails and building surfaces daily.	1 x per shift
Sweep all sidewalk, stair, and floor areas to remove litter.	1 x per shift
Sweep between doors and sweep out all entrance areas.	1 x per shift
Dust and/or damp wipe all signage.	1 x per shift
Vacuum all floor mats.	1 x per shift
Remove all gum, stickers, tape, etc.	1 x per shift
Empty all trash receptacles and replace liners. Empty all ashtrays and clean with a general purpose cleaner..	2 x per shift
Wash down all doors, door jambs and kick plates to remove grime and other soil.	Semi-Annually
12. TRAIN TUNNEL CLEANING	
Third Shift	
Sweep and mop all tunnel emergency exits. Dust all surfaces at each emergency exit.	Semi-Annually

13. Triturators A,B & C concourse A-32, A-48, B-28, B-46 & C-48 ramp level Triturators locations	2 x per shift
First shift Clean sink and stock paper towel and soap dispensers	
Second shift Clean sink and stock paper towel and soap dispensers	
14. Trash chute rooms & Ramp level trash/recycling compactor rooms	2 x per shift
First Shift Monitor all trash and recycling compactor rooms on ramp level, pick up all waste on floor and place in compactor as needed	
Second Shift Monitor all trash and recycling compactor rooms on ramp level, pick up all waste on floor and place in compactor as needed	
Third Shift Monitor all trash and recycling compactor rooms on ramp level, pick up all waste on floor and place in compactor.	1x per shift
15. Artwork A& B concourse center core	Every 3wks and/ or requested
Third Shift Dust and/or damp mop all horizontal and inclined surfaces within arms reach	
16. Unscheduled Work	
All Shifts	
DIA will require the Contractor to perform Unscheduled Work. Unscheduled Work means work that is needed due to emergency or unexpected occurrences, and exceeds the scope of the regular, recurring scheduled janitorial services. For example requested cleaning services, water pick up as a result of major overflow of back up plumbing, roof leak, busted pipes, etc	Per Occurrence

PERIODIC HARD FLOOR AND CARPET CARE

NATURAL / STONE FLOORS:

Area	Work to Be Performed	Frequency
Main Terminal		
East Ticket	Acid Wash and Machine Scrub with Lithofin SCS	2 x Month
West Ticket	Acid Wash and Machine Scrub with Lithofin SCS	2 x Month
North End Connector	Acid Wash and Machine Scrub with	2 x Month

	Lithofin SCS	
Bridges	Acid Wash and Machine Scrub with Lithofin SCS	2 x Month
East Baggage	Acid Wash and Machine Scrub with Lithofin SCS	2 x Month
West Baggage	Acid Wash and Machine Scrub with Lithofin SCS	2 x Month
Great Hall	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
A Concourse		
A Concourse Train Station	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
A Concourse Ramp Level	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
B Concourse		
B Concourse Train Station	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
B Concourse Ramp Level	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
C Concourse		
C Concourse Train Station	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
C Concourse Ramp Level	Acid Wash and Machine Scrub with Lithofin SCS	Monthly
C Concourse - Center Core - Concourse Level	Acid Wash and Machine Scrub with Lithofin SCS	Monthly

HARD SURFACE “FINISH” FLOORS:

Area	Work to Be Performed	Frequency
Main Terminal		
Great Hall Center	Machine Scrub and Recoat (2 coats finish)	Monthly
Great Hall Center	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
A Concourse		
Ramp level	Machine Scrub and Recoat (2 coats finish)	Quarterly
Ramp level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Center Core - Concourse Level	Machine Scrub and Recoat (2 coats finish)	Every 6 weeks
Center Core - Concourse Level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Subcore - Concourse Level	Machine Scrub and Recoat (2 coats finish)	Every 6 weeks
Subcore - Concourse Level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
B Concourse		
Ramp level	Machine Scrub and Recoat (2 coats finish)	Quarterly
Ramp level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Center Core - Concourse Level	Machine Scrub and Recoat (2 coats finish)	Monthly
Center Core - Concourse Level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Subcore - Concourse Level	Machine Scrub and Recoat (2 coats finish)	Monthly
Subcore - Concourse Level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
C Concourse		
Ramp level	Machine Scrub and Recoat (2 coats finish)	Quarterly
Ramp level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Subcore - Concourse Level	Machine Scrub and Recoat (2 coats finish)	Every 6 weeks
Subcore - Concourse Level	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Non-Specified Areas		
Public Areas	Machine Scrub and Recoat (2 coats finish)	Every 8 weeks
Public Areas	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually
Non- Public Areas	Machine Scrub and Recoat (2 coats finish)	Quarterly
Non-Public Areas	Machine Strip, Seal, Finish (2 coats seal, 3 coats finish)	Annually

CARPET CLEANING:

AREA	TYPE OF WORK TO BE PERFORMED	SCHEDULED FREQUENCY
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MAIN TERMINAL:		
6TH LEVEL EAST ENTRANCES	Low Moisture Extraction	Every 2 weeks
6TH LEVEL WEST ENTRANCES	Low Moisture Extraction	Every 2 weeks
5TH LEVEL EAST ENTRANCES	Low Moisture Extraction	Every 2 weeks
5TH LEVEL WEST ENTRANCES	Low Moisture Extraction	Every 2 weeks
EAST ELEVATOR LOBBIES 1 - 6	Low Moisture Extraction	Monthly
WEST ELEVATOR LOBBIES 1 - 6	Low Moisture Extraction	Monthly
CUSTOMS CAROUSEL AREA	Low Moisture Extraction	Monthly
A CONNECTOR	Low Moisture Extraction	Every 2 weeks
EAST SIDE BAGGAGE	Low Moisture Extraction	Every 2 weeks
WEST SIDE BAGGAGE	Low Moisture Extraction	Every 2 weeks
EAST PHONE BANKS	Low Moisture Extraction	Monthly
WEST PHONE BANKS	Low Moisture Extraction	Monthly
GREAT HALL SOUTH	Low Moisture Extraction	Every 2 weeks
GREAT HALL NORTH	Low Moisture Extraction	Every 2 weeks
AOB LOBBIES AND HALLS	Low Moisture Extraction	Every 2 weeks
A CONCOURSE:		
CENTER CORE MEZZANINE	Low Moisture Extraction	Monthly
CONCOURSE 1 EAST	Low Moisture Extraction	Every 2 weeks
CONCOURSE 1 WEST	Low Moisture Extraction	Every 2 weeks
CONCOURSE 2 EAST	Low Moisture Extraction	Monthly
HOLD ROOMS EAST	Low Moisture Extraction	Monthly
HOLD ROOMS WEST	Low Moisture Extraction	Monthly
JETWAYS	Low Moisture Extraction in Summer / Dry Clean in Winter	Every 2 weeks
RAMPS / LOWER BRIDGE	Low Moisture Extraction	Every 2 weeks
RAMPS / UPPER BRIDGE	Low Moisture Extraction	Monthly
COMMUTER GATES	Low Moisture Extraction	Every 2 weeks

B CONCOURSE:		
CENTER CORE MEZZANINE	Low Moisture Extraction	Monthly
CONCOURSE 1 EAST	Low Moisture Extraction	Every 2 weeks
CONCOURSE 1 WEST	Low Moisture Extraction	Every 2 weeks
CONCOURSE 2 EAST	Low Moisture Extraction	Monthly
CONCOURSE 2 WEST	Low Moisture Extraction	Monthly
CONCOURSE 3 EAST	Low Moisture Extraction	Monthly
CONCOURSE 3 WEST	Low Moisture Extraction	Monthly
SUBCORE/MEZZANINE AREAS	Low Moisture Extraction	Quarterly
HOLD ROOMS EAST	Low Moisture Extraction	Monthly
HOLD ROOMS WEST	Low Moisture Extraction	Monthly
JETWAYS	Low Moisture Extraction in Summer / Dry Clean in Winter	Every 2 weeks
COMMUTER GATES	Low Moisture Extraction	Every 2 weeks
C CONCOURSE:		
CONCOURSE 1 EAST	Low Moisture Extraction	Every 2 weeks
CONCOURSE 1 WEST	Low Moisture Extraction	Every 2 weeks
CONCOURSE 2 EAST	Low Moisture Extraction	Monthly
CONCOURSE 2 WEST	Low Moisture Extraction	Monthly
HOLD ROOMS EAST	Low Moisture Extraction	Monthly
HOLD ROOMS WEST	Low Moisture Extraction	Monthly
JETWAYS	Low Moisture Extraction in Summer / Dry Clean in Winter	Every 2 weeks
Non- Specified public areas	Low Moisture Extraction	Every 2 months
Non- Specified, non - public areas	Low Moisture Extraction	Semi-annually
Office areas	Low Moisture Extraction	Semi-annually

TOOLS AND EQUIPMENT CAPABILITY:

All of the equipment listed below should be in new (purchased or leased in the last 6 months) condition. The following "TOOLS and EQUIPMENT LIST" shall be included in submittal. The total quantities shall include all areas: Main Terminal, Concourse A., Concourse B., and Concourse C. The City reserves the right to approve or disapprove any "Approved Alternate" prior to execution of the contract

RECOMMENDED TOOLS AND EQUIPMENT LIST

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL Qty.	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
TWO-WAY RADIOS	TWO-CHANNEL, THAT NEEDS TO BE EDACS CAPABLE IN THE 800 MHZ FREQUENCY BAND, RAPID CHARGE, 2 BATTERIES PER RADIO	40	AS SPECIFIED		NEW
BASE RADIO	FOR ABOVE SYSTEM	1	AS SPECIFIED		Use existing and replace as needed
RADIO CHARGERS	RAPID CHARGE, 6 BATTERY CAPACITY	8	AS SPECIFIED		NEW
TENNANT T16 RIDING FLOOR SCRUBBER	35 GAL., 36" CLEANING PATH RIDING FLOOR SCRUBBER W/RECYCLING SOLUTION SYSTEM	3	AS SPECIFIED		NEW
EXTRA BATTERY TRAY FOR 7200 SCRUBBER	EXTRA BATTERY TRAY, W/ BATTERIES, FOR SCRUBBER TO ALLOW FOR 6+ HOURS RUN TIME	3	AS SPECIFIED		NEW
TENNANT 5700 F.A.S.T. FLOOR SCRUBBER	30 GAL., 32" SELF-PROPELLED FLOOR SCRUBBER W/ F.A.S.T. SYSTEM	5	AS SPECIFIED		NEW

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL Qty.	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
PDK PROPANE BURNISHER	17 HP, 27" PAD	8	KARCHER/NSS	CHARGER NSS 2717 (4 NSS BATTERY and 6 Electric burnisher	NEW
EXTRA PROPANE TANKS FOR ABOVE	PROPANE STORAGE TANKS	12	AS SPECIFIED	NO TANKS needed with battery and electric	NEW
TENNANT 7100 RIDING FLOOR SCRUBBER	28" RIDING FLOOR SCRUBBER	3	AS SPECIFIED		NEW
GENIE GR-20	LIFT	1	AS SPECIFIED		NEW
WET-DRY VACUUM	SELF-CONTAINED 15 GAL., W/SQUEEGEE	24	AS SPECIFIED		NEW
PRO-TEAM SUPER COACH –VAC BACKPACK VACUUM CLEANER	12.5 QT. BAG, 11.2 AMP, W/TOOLS	28	AS SPECIFIED		NEW
TENNANT 3120 UPRIGHT VACUUM CLEANER	15" UPRIGHT W/ ON-BOARD TOOLS	30	AS SPECIFIED		NEW
TENNANT 750 SELF-CONTAINED RESTROOM CLEANER	SELF-CONTAINED (SPRAY, SCRUB, RINSE, DRY) RESTROOM CLEANING SYSTEM	10	AS SPECIFIED		NEW
TENNANT 6100 RIDING SWEEPER	36" BATTERY- POWERED DUAL-BRUSH RIDING SWEEPER/VACUUM	6	AS SPECIFIED	Windsor I Vac ATV 34	NEW
EXTRA BATTERY TRAY FOR 6100 SWEEPER	EXTRA BATTERY TRAY, W/ BATTERIES, TO ALLOW FOR 6+ HOURS RUN TIME	6	AS SPECIFIED		NEW

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL Qty.	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
CIMEX ESCALATOR CLEANER	ELECTRIC WIRE BRUSH ESCALATOR CLEANER W/VACUUM	6	AS SPECIFIED		NEW
WASCOMAT JUNIOR W25 WASHING MACHINE	FRONT-LOADING, HI-CAPACITY, HEAVY-DUTY WASHER	2	AS SPECIFIED		Use existing and replace as needed
G.E. XL INDUSTRIAL DRYER	FRONT-LOADING HI-CAPACITY HEAVY-DUTY DRYER	2	AS SPECIFIED	2 only	Use existing and replace as needed
14-GAUGE, 3-WIRE, 50' EXTENSION CORD	HEAVY-DUTY W/MOLDED PLUG	100	AS SPECIFIED		NEW
RUBBERMAID 1/2 CUBIC YARD TILT TRUCK	4-WHEEL MINIMUM 1000 LB. CAPACITY	9	AS SPECIFIED		NEW
HEAVY-DUTY 8 BUSHEL LAUNDRY CART	4-WHEEL W/SPRING-LOADED PLATFORM	5	AS SPECIFIED		NEW
RUBBERMAID 1 CUBIC YARD TILT TRUCK	4-WHEEL 1000LB CAPACITY	12	AS SPECIFIED		NEW
RUBBERMAID 4-WHEEL PLATFORM CART #RCP4441GRA	30" X 60" PLATFORM CART	12	AS SPECIFIED		NEW
RUBBERMAID RESTROOM CLEANING CART, #6173-GY	RESTROOM CLEANING CART – Must be marked “Sterile Area ” and Public Area	60	AS SPECIFIED		NEW

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL Qty.	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
RUBBERMAID BRUTE 44 GAL. BARREL, #4444GY	MOBILE TRASH CONTAINER – Must be marked “Sterile Area ” and Public Area	70	AS SPECIFIED		NEW
RUBBERMAID BRUTE DOLLY #3255	CASTER BASE FOR BRUTE BARREL	70	AS SPECIFIED		NEW
RUBBERMAID MOP BUCKET #7570 WITH MOP WRINGER#6127 COMBO	32 QT. MOP BUCKET W/DOWNWARD PRESS WRINGER	90	AS SPECIFIED		NEW
LAMBDA 5-CONE/CHAIN SIGN SYSTEM	ENCLOSED BARRIER SYSTEM FOR FLOOR WORK	100	AS SPECIFIED		NEW
RUBBERMAID 4-SIDED 37" WET FLOOR" SIGN #RCPS114-77	EXTENDED VISIBILITY SIGN W/SIDE STABILIZERS	100	AS SPECIFIED		NEW
RUBBERMAID 4-SIDED 37" "CLOSED" SIGN, MULTI-LINGUAL, #RCP-614-78	EXTENDED VISIBILITY SIGN W/SIDE STABILIZERS	100	AS SPECIFIED		NEW
RUBBERMAID 9511 BARRICADE SYSTEM,	BARRICADE SYSTEM	30	AS SPECIFIED		NEW
15' FIBERGLASS STEPLADDER		6	AS SPECIFIED		Use existing and replace as needed

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL Qty.	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
10' FIBERGLASS STEPLADDER		6	AS SPECIFIED		Use existing and replace as needed
3' WOOD STEPLADDER		6	AS SPECIFIED		Use existing and replace as needed
CARTS AND APPROPRIATE WASTE COLLECTION CONTAINERS (See <i>Environmental Requirements</i>)		12	AS SPECIFIED		Use existing and replace as needed
TENNANT 2100 SERIES FLOOR MACHINE	20" BUFFING/SCRUBBING MACHINE	8	AS SPECIFIED		NEW
KING COBRA 1200PRO	PROPANE-POWERED, HEATED CARPET CLEANING SYSTEM W/ ALL ACCESSORIES	4	AS SPECIFIED	King Cobra are not Propane.	NEW
TENNANT 1610 READY-SPACE CARPET CLEANER	21 GAL., 22" SELF-PROPELLED CLEANER W/ "FAST-DRY" TECHNOLOGY	6	AS SPECIFIED	Or Windsor Voyagers	NEW
TENNANT 1000 CARPET SPOTTER	2 GAL. XTRACTOR W/ ALL ACCESSORIES	5	AS SPECIFIED		NEW
TENNANT 1100 CARPET CLEANER	15 GAL., SELF-CONTAINED EXTRACTOR W/ ALL ACCESSORIES	5	AS SPECIFIED	US products and Windsor equqls	NEW
PUMP SPRAYER	STAINLESS STEEL, 6 GAL., CART-MOUNTED	10	AS SPECIFIED	Plastic	NEW

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL Qty.	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
GLS DRY CARPET CLEANER	DRY CARPET CLEANING SYSTEM	11	AS SPECIFIED	Windsor mini I cap	NEW
TENNANT 250 CARPET DRYER	3-SPEED ADJUSTABLE AIR MOVER	24	AS SPECIFIED		NEW
CIMEX CR76DF 30 " Cement, marble, terrazzo and stone floor planetary finishing machine.		2	AS SPECIFIED		Use existing and replace as needed
Marble, granite, etc., edge grinder.		1	AS SPECIFIED		Use existing and replace as needed
TENNANT 3640 SWEEPER	BATTERY-POWERED 32" WALK-BEHIND SWEEPER	2	AS SPECIFIED		NEW

EQUIPMENT DESCRIPTION / SPECIFICATIONS		TOTAL
18' CUBE VAN, W/RAMP AND LIFT GATE		1
1/2 TON FULL SIZE PICKUP TRUCK, LONG BED, CREWCAB		2
PASSENGER VAN	MINIMUM 5-PERSON CAPACITY	1
GOLF CART W/ EXTENDED ENCLOSED PLATFORM	BATTERY-POWERED CART W/6' PLATFORM AND SIDE PANELS	2 Use existing and replace as needed

SUGGESTED OFFICE, STORAGE AND REPAIR EQUIPMENT
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EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL	Approved Alternate- Manufacturer	Approved Alternate- Model No.	Equipment Years In Service
TELEPHONE SYSTEM	FOUR LINE PHONE SYSTEM FOR USE IN MAIN OFFICE, NUMBER OF TELEPHONES REQUIRED	15	AS SPECIFIED		Use existing and replace as needed
TELEPHONE SYSTEM	EACH CONCOURSE, NUMBER OF TELEPHONES REQUIRED	3	AS SPECIFIED		Use existing and replace as needed
COMPUTERS	MINIMUM 4 GB RAM, 2.5-3.0 GHZ SPEED, 200-300 GB HARD DRIVE WITH MULTI- FUNCTION DISK DRIVE, WINDOWS 7 & EXPLORER 8 , MUST INCLUDE MONITOR AND PRINTER	15	AS SPECIFIED		NEW

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
SERVER	NETWORK SERVER, W/ TAPE DRIVE AND 160 GB STORAGE CAPACITY	1	AS SPECIFIED		Use existing and replace as needed
NETWORK ROUTER / FIREWALL	MINIMUM 15 - USER CAPACITY	1	AS SPECIFIED		Use existing and replace as needed
TIMEKEEPING SYSTEM	S.A.P. COMPUTERIZED TIMEKEEPING SYSTEM OR EQUIVALENT	1	AS SPECIFIED		3 mo. old
TIME CLOCKS	FOR ABOVE SYSTEM	4	AS SPECIFIED		3 mo. old
DIGITAL CAMERA	MINIMUM 4.0 MEGAPIXEL	4	AS SPECIFIED		Use existing and replace as needed
COPIER	SHARP AR-M450N+ W/ NETWORK PRINTING AND FAX CAPABILITY	1	AS SPECIFIED		NEW
COPIER	PRINT / COPY / FAX CAPABILITY	3	AS SPECIFIED		Use existing and replace as needed
DESKS	TWO-PEDESTAL, LOCKING	23	AS SPECIFIED		Use existing and replace as needed

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
DESK CHAIR	HEIGHT-ADJUSTABLE W/CASTERS	23	AS SPECIFIED		Use existing and replace as needed
SIDE CHAIR	PADDED W/OUT CASTERS	31	AS SPECIFIED		Use existing and replace as needed
CONFERENCE TABLE	8', RECTANGULAR	1	AS SPECIFIED		Use existing and replace as needed
FILE CABINET	4-DRAWER, LETTER SIZE, LOCKING	29	AS SPECIFIED		Use existing and replace as needed
FILE CABINET	2-DRAWER, LETTER SIZE, LOCKING	7	AS SPECIFIED		Use existing and replace as needed
EMPLOYEE LOCKERS	2-TIER, 72" X 15" OVERALL	70	AS SPECIFIED		Use existing and replace as needed

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
STORAGE CABINETS	MINIMUM 5-SHELF, 48"WIDE, 24"DEEP, 72" HIGH	10	AS SPECIFIED		Use existing and replace as needed
SPILL CONTAINER	PLATFORM SPILL CONTAINMENT, 27" X 27" MINIMUM	20	AS SPECIFIED		Use existing and replace as needed
SPILL KITS	BATTERY SPILL KITS	4	AS SPECIFIED		Use existing and replace as needed
PROPANE STORAGE CABINET	MINIMUM CAPACITY 12 TANKS	2	AS SPECIFIED		Use existing and replace as needed
REFRIGERATOR	FULL-SIZE W/FREEZER	5	AS SPECIFIED		Use existing and replace as needed
AIR COMPRESSOR	MINIMUM 5 HP, 140 PSI 115 VOLTS	1	AS SPECIFIED		Use existing and replace as needed

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS	TOTAL	Approved Alternate-Manufacturer	Approved Alternate-Model No.	Equipment Years In Service
WORKBENCH	60" X 24" MINIMUM, W/ DUAL PEDESTALS	1	AS SPECIFIED		Use existing and replace as needed
TOOL SET	PROTO 618 PC. FRACTIONAL / METRIC MASTER SET W/ MOBILE CART OR EQUIVALENT	1	AS SPECIFIED		Use existing and replace as needed
TOOL SET	PROTO 163 PC. INTERMEDIATE SET W/ TOP CHEST OR EQUIVALENT	1	AS SPECIFIED		Use existing and replace as needed

MISCELLANEOUS SMALL TOOLS... IN ADDITION TO THE ABOVE-LISTED ITEMS, The Following Items Should Be Provided In Sufficient Amounts To Be Accessible To All Janitorial Employees.

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS
36" HANDLE PLASTIC LOBBY DUSTPAN	Rubbermaid 4"x10" Doodlebug Pad
SYNTHETIC LOBBY BROOM	Rubbermaid, Doodlebug Pad Holder
24" PUSH BROOM	Rubbermaid Doodlebug Pad Holder Hand Held

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS
3M FLAT MOP SYSTEM	Rubbermaid Wood Handle, Threaded MetalTip 36"lx15/16"dia
12" SYNTHETIC ANGLED BROOM	ProGuard S/M/L/XL
20 OZ. BLEND MOP W/ QUICK-CHANGE FIBERGLASS HANDLE	ProGuard Flock-Lined Latex 144/case S/M/L/LX
20 OZ. RAYON MOP W/ QUICK-CHANGE FIBERGLASS HANDLE	Willson Light Duty Dust Mask
36" SYNTHETIC TACK MOP W/ FRAME AND HANDLE	Trvek, Maxshield, or Green Shield s/m/l/xl/2xl
RAPIDO FLAT DUST / WASH SYSTEM W/ ALUMINUM HANDLE	3M or Scotch Brite/case
WALL WASHING KIT	Stanley 5/case
STEEL WOOL	Rubbermaid Plastic Hand 12/case
PAD, BROWN	Rubbermaid Short Plastic Handle Utility 6/case
PAD, BLACK	Generic w/wood or plastic handle
PAD, WHITE	Rasco, wooden or stainless steel
PAD SWIVEL HOLDER	Lambswool Dusters, Extension each
PAD HANDBLOCK	Unger Extension Poles, Aluminum each
36" THREADED WOOD POLE W/ METAL TIP	Unger Window Squeegees, Hand, 12"

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS
DISPOSABLE NITRILE GLOVES	Moss Floor Squeegees, 36"
NON-DISPOSABLE LATEX GLOVES	Hudson Sprayer 2.5 gal Poly
DUST / MIST MASKS	Rubbermaid, Each
DISPOSABLE COVERALLS	Stanley each
CELLULOSE SPONGE W/GREEN SCRUB BACKING	Stanley each
PUTTY KNIFE	Rasco, Johnny mop brush 13" handle w/holder
GROUT BRUSH	Shop towels color coded for various uses.
GONG BRUSH	Rasco, assorted Uline-first aid kit and supplies
WIRE BRUSH	Condor Safety Glass
SAND SIFTER / STRAINER	Condor Safety Glass
48" - 72" LAMBSWOOL EXTENSION DUSTER	Rubbermaid 4"x10" Doodlebug Pad
12' TELESCOPING ALUMINUM POLE	Rubbermaid, Doodlebug Pad Holder
12" WINDOW SQUEEGEE	Rubbermaid Doodlebug Pad Holder Hand Held
36" FLOOR SQUEEGEE, NEOPRENE TYPE	Rubbermaid Wood Handle, Threaded MetalTip 36"lx15/16"dia
HUDSON-TYPE PUMP SPRAYER	ProGuard S/M/L/XL
5-GALLON PLASTIC BUCKET	ProGuard Flock-Lined Latex 144/case S/M/L/LX
4" RAZOR-TYPE SCRAPER	Willson Light Duty Dust Mask

EQUIPMENT TYPE	EQUIPMENT DESCRIPTION / SPECIFICATIONS
RAZOR BLADE SCRAPER	Trvek, Maxshield, or Green Shield s/m/l/xl/2xl
STOOL MOP W/HOLDER	3M or Scotch Brite/case
SHOP TOWELS, COTTON, NON-DISPOSABLE TYPE	Stanley 5/case
FIRST AID SUPPLIES	Rubbermaid Plastic Hand 12/case
SAFETY GLASSES	Rubbermaid Short Plastic Handle Utility 6/case
SAFETY GOGGLES	Generic w/wood or plastic handle

A.39 STORAGE SPACE:

The Contractor shall store its supplies, materials and equipment in storage areas and janitorial closets designated by the Airport. The Contractor agrees to keep these areas in a neat, orderly and clean condition at all times and to comply with applicable fire regulations. Space in the Airport facility furnished to the Contractor as storage, supply or janitorial closet space must be cleaned and maintained by the Contractor to the approval of the contract administrator or her/his representative. The City will not be responsible in any way for the supplies, materials, equipment, etc., in these areas that may be damaged or lost by fire, theft, accident, other conditions or circumstances. Any such janitorial storage rooms are to remain closed and will be equipped with doors and locks. Locks, if not already installed will be furnished and installed by the City.

A.40 SUPERVISORS:

The Contractor shall provide trained, qualified Supervisors acceptable to the contract administrator.

Supervisors shall possess the ability to pass certain knowledge and performance tests as may be required by the Airport. Supervisors shall meet, at minimum, the following qualification:
3 years of experience supervising in the janitorial service industry, preferably in a 24 hour per day, 365 day per year operation. Resume of the Contractor's Supervisors must be provided to the contract administrator or her/his representative prior to start of work.

A.41 SUPPLIES FURNISHED BY THE CITY:

The City shall provide and pay for all the following items to be used on premises:

Paper towels for dispensers

Towels for dispensers at the Cab/Limo Restroom Annex at Ground Transportation

Toilet tissue for dispensers

Toilet seat liners for dispensers

Hand soap for dispensers

Hand lotion for dispensers

Oder neutralizer/ fragrance refills

Wax paper bags for sanitary napkin receptacles

Waste receptacle liners for the large receptacles at the facility

Contractor is responsible, unless otherwise directed by the contract administrator, of monitoring supply inventory of paper product, hand soap, sanitary supplies, etc. Contractor shall advise, via email, when the stock is at a two week supply level, when re-ordering of such products are necessary and for which locations, if applicable. Contactor shall provide re-stocking of said items upon receipt of order.

DIA currently purchases annually the following amount of Trash Can Liners: 120 cases of 24 X 33 with 1,000 liners in each case.

Any and all additional products purchase by the Contractor shall not be reimbursed.

Contractor shall supply any and all items that are NOT specified in the above list. The contract administrator shall have final approval on all supplies furnished by the Contractor .

A.42 TELEPHONE SERVICE:

The Contractor will provide its own telephone service.

A.43 TIME CLOCKS:

The Contractor shall provide and install a computerized time recording system for all employees. The Contractor shall require all employees to use time cards and time clocks to record their daily time worked. The contract administrator shall define the time clock locations. Time Clock shall have the capacity to track and report snow removal hours separately.

The computerized time recording system shall have the ability to record time and produce timekeeping reports necessary for the completion of all reports needed to verify all prevailing wage requirements by the Auditor of the City and County of Denver.

A.44 TRAINING:

The Contractor shall provide each employee used in the performance of work under this Contract with adequate training to perform the work safely and competently as defined. The Contractor will be required to hold weekly training for custodial employees, supervisors and managers. Additionally, the Contractor shall hold quarterly management training for all managers and supervisors.

At its option, the City may elect to provide the Contractor with training materials for presentation and/or distribution by the Contractor to employees performing work under this Contract. These materials shall remain the sole and exclusive property of the City and shall not be removed.

The Contractor shall maintain a training record for each employee. The training record shall show, as a minimum, the employee's name, date of employment, and the type and date of each training class attended. Such records shall be made available to the contract administrator or her/his representative on the first business day of each month or in advance upon her/his request. The contract administrator or her/his representative may, from time to time, monitor the conduct of such training classes.

At a minimum, each employee performing the work shall attend the following classes prior to or within the first two weeks of employment and again each successive six month period:

- General Orientation
- Introduction to Assignments
- Chemicals
- OSHA and Hazcom Training
- Blood borne Pathogen Training
- Tools and Equipment
- General Procedures
- Restroom Cleaning and Disinfection
- Common Mistakes
- Floor Care
- Waste Disposal –Recycling
- Handheld Radio Training - as necessary

At a minimum, each supervisor and manager performing the oversight shall also attend the following class prior to or within the first two weeks of employment and again each successive six month period:

- Supervisory Techniques and Updates

Each Friday by 3:00 p.m., the Project Manager or his/her designee shall prepare and provide to the contract administrator, a written schedule of training classes to be conducted the forthcoming week. The schedule shall define the dates, times, locations, and content for each class.

Documentation of all training shall be supplied to the contract administrator on a quarterly basis.

A.45 UNIFORMS:

All of the Contractor's employees shall be uniformed properly and be neat and clean in their appearance. No deviations in accessories to the uniforms will be permitted. Cost of the uniforms will be the Contractor's responsibility. This can include all types of shirts, smocks, pants, slacks, field jackets, coats, hats, gloves, rain/ snow gear, boots/ shoes, and sufficiently protective clothing including goggles and masks. The Contractor's employees are required to wear uniforms and appropriate protective clothing while performing work under this Contract and shall wear Airport ID badges at all times while at the Airport.

The contract administrator will approve uniforms. Each uniform order, or set of orders, must be so approved in advance. The style of all Contractor staff uniforms must be approved by the contract administrator in advance of their use. The Contractor will submit samples of all intended uniforms to the contract administrator prior to the Proposal opening. The uniform must have the identification insignia of the Contractor.

A.46 VEHICLES:

The Contractor shall provide the necessary vehicle capacity and capability for movement of supplies from vendors onto Airport property and for movement of janitorial workers to outlying areas. The Contractor shall provide all insurance, licenses, bonds, Airport permits, etc. for the vehicle. Any vehicles used in the baggage tunnel must operate on CNG or electricity while in that facility. Electric carts listed for snow removal operations are in addition to the vehicles listed below. Vehicles proposed for use in the Proposal or for approval by contract administrator during the Contract term shall be adequate to assure timely performance of all work and should be similar to those outlined below*:

Late Model crew cab pickup truck
Late Model 4WD crew cab pickup truck
Late Model Cube Van
Late Model van with All-Track option
Electric Golf Cart with bed, capable of carrying a
Load of 1000 lbs. Carryall II (or approved equivalent)
Electric Golf Cart with small bed capable of carrying a load of 500 lbs.

*Required vehicle capacity and capability for snow removal and recycling are included herein.

A.47 WASTE REMOVAL:

All collected trash and recyclable materials must be moved by the Contractor to area(s) designated by the contract administrator. All materials shall be placed in the correct and appropriate receptacle.

A.48 WORK AREAS:

All employees must be at their assigned work areas, ready for work, at the start of their assigned shift and until the designated time of their shift end except for designated breaks, unless relieved by their assigned shift replacement.

A.49 PERFORMANCE MANAGEMENT PLAN:

Contractor's Performance Management Procedures must be detailed and samples of reports, logs, tools, etc., of said performance management should be included in the Proposal. Shift reports, scanning reports, documenting specific work performed during that period and detailing any required reporting and/or problems encountered shall be submitted by the Contractor's supervising staff to the contract administrator. These reports verifying that work has been performed, in the designated

location and during the designated period, in an acceptable manner must be signed by Contract Maintenance personnel or the Proposer will not be paid.

Contractor's authorized Manager and designated Supervisory staff shall meet monthly with the contract administrator and/or her/his representative to review Contract Performance.

Contractor equipment and chemicals will be reviewed by Contract Compliance Group on a regular basis to assure compliance and proper function. Contractor will be required to modify, change, and improve equipment and supplies as indicated by these inspections.

A.49.a SNOW REMOVAL SCOPE OF WORK:

Contractor will be responsible for performing snow and ice removal services at Denver International Airport for the areas listed in accordance with the specifications described herein:

- Main Terminal Level 5 and Ramps to Level 5 Parking Decks on East and West sides of Main Terminal (includes walkways, sidewalks and medians adjacent to or extending from the Main Terminal)
- Main Terminal Level 6 on East and West sides of Main Terminal (includes walkways and sidewalks)
- Exterior Stairways located at each of the Main Terminal's (4) four corners (includes all (6) six floors of the Main Terminal building)
- Sidewalks from Parking Deck to Long Term Lots on East and West side of Main Terminal (including tunnels, stairways, ramps and walkways from outlying employee lots).
- Economy Parking Lots on East and West sides of Main Terminal (includes walkways, sidewalks, medians, bus shelters and "entrance/exit gate areas which are above curb line").
- East and West Employee Parking Lots (includes walkways, and sidewalks).
- Landside Employee Parking Lot (includes walkways, sidewalks, medians, bus shelters and "entrance/exit gate areas above curb line")
- Airside Parking Area and Bus Terminals (includes building entrance/exit areas, sidewalks, walkways and medians adjacent to Airside Buildings A and B as well as any sidewalks, walkways and medians in the adjacent employee parking lots).
- Ground Transportation Building and Lots – aka Ground Transportation Holding Lots (includes building entrances, sidewalks, walkways and, medians around buildings and any "entrance/exit gate areas above curb line").
- Pikes Peak Lot (includes sidewalks, walkways medians, bus shelters and "entrance/exit gate areas above curb line").
- *Mt. Elbert Lot (includes sidewalks, walkways medians, bus shelters and "entrance/exit gate areas above curb line").
- TSA/DPD Dog kennel Building area sidewalks adjacent to the Carpenter shop

*This Lot may be not need to be serviced at the same frequency or level as Pikes Peak Lot. The City will advise contractor of contractor's need to service said lot based on snow removal priorities, the number and nature of vehicles in said parking lot etc.

- Other duties as assigned by Denver International Airport Snow Management.

Specifications:

Contractor will use hand shovels, motorized snow brushes, brooms, mini- John Deer Tractors, and snow blowers of various sizes to clear snow from sidewalks, walkways, building entrances, medians, ramps, tunnels and other areas as listed above. Contractor will endeavor to shovel, brush or blow snow 1ft from curb. Contractors duties will include the spreading of ice-melt (provided by the City) in the areas listed above.

Note:

The City has occasionally required the spreading of ice-melt “prior to the on- set” of a snow storm or other inclement weather (i.e. freezing rain). The City anticipates that this will remain the case. The contractor may need to provide ice-melt spreading services prior to or after an official “Snow Alert Period”.

There may be certain weather conditions (i.e. trace amounts of snow) in which the application of ice-melt alone may preclude the need to utilize hand shovels or motorized equipment. In these situations, contractor will consult with the City as to the recommended snow removal/snow control method to be utilized.

Snow Event Alert Levels:

Event Level	Parameters	<u>Possible Personnel Requirements</u>
Cautionary	Up to 1"	<u>12-18</u>
Snow Alert A	>1" to 3"	<u>18-24</u>
Snow Alert B	>3" to 10"	<u>24-40</u>
Snow Emergency	>10" and/or winds 25kts or >	<u>40+</u>

This applies to Snow Removal - Note: The City will not pay for any labor hours/personnel which the Contractor does not furnish.

Equipment and Materials:

All equipment and materials for the "snow removal" and "snow removal related" services referenced herein shall be furnished by the City and County of Denver. Equipment repairs and maintenance will be furnished by the City and County of Denver except where noted elsewhere herein. The Contractor will not charge the city for the laundering of "snow gear" or for the costs of purchasing additional laundry equipment. The Contractor will not charge the City for food and beverages for employees providing snow removal duties.

TOTAL CHARGES:

The Contractor's total charges for the snow/snow related services Shall include training, equipment prep and "Snow Operations Coordinator" as listed below.

Hours spent for employee/supervisor training (including equipment training) shall be billed to the City at the contract overtime rate, for employees who attend this training on other than their scheduled shift. There shall be no charge for employees who attend training on their scheduled shift.

Pre and post season "prep and clean-up" of equipment, as well as costs associated with the periodic need to move equipment and re-store equipment in association with "equipment training classes" etc. shall be billed at the contract overtime rate. This would include the set-up of spreaders, supply boxes, miscellaneous equipment, uniforms, etc.

The City recognizes that there may be "emergency" purchases that will need to be made during snow events. These purchases cannot be reasonably anticipated, and shall be made quickly to cover snow removal requirements. In those circumstances, the City will agree to reimburse the Contractor for these purchases provided that the Contractor receives verbal approval for these purchases.

- **All Snow Removal Services and metrics shall be billed and invoiced separately from DIA Janitorial Services. The DIA Snow Season is deemed October through March for billing purposes.**

Hourly Rate Billing: **Unspecified additional services.** Additional services per the terms of this agreement must be approved in advance by the Manager or his/her designee

Hourly rate for Straight Time Custodian I	\$21.50
Hourly rate for Straight Time Custodian II	\$21.99
Hourly rate for Overtime Custodian I	\$31.95
Hourly rate for Overtime Custodian II	\$32.10

- a. Monthly adjustment shall be \$26,014.00 per month.

Pricing offered, despite any variations of actual quantities of hours worked, must be firm and fixed, inclusive of all Proposer's costs associated with performing the work specified in the RFP, either expressed or implied, including all labor, salaries, taxes, supplies, equipment, chemicals, waste disposal, insurance, bonding, permits or any other costs associated with providing the services specified herein.

JANITORIAL PRICING PER MONTH

PROPOSAL ITEM #. 1 MAIN TERMINAL	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$324,532.00
Offices	\$17,356.30
Public Restrooms	\$136,591.00
Non-Public Restrooms	\$20,540.00
Escalator/Power Walks	\$11,297.00
Bridge from MT to A-Concourse &International	\$3,594.50
Stairwells	\$2,567.50
Elevators	\$11,297.00
Ramp/Apron Level Loading Docks, Halls, Parking, Garage, & Common Areas	\$11,297.00
Sidewalks, Islands, Entry Areas, & Walk Ramps	\$21,875.10
Emergency Train Exits	\$102.70
Sub-Total	\$561,050.10

PROPOSAL ITEM # 2 PARKING STRUCTURE WEST MOD 4	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
Elevator/Elevator Lobbies	\$594.54
Sub-Total	\$594.54

PROPOSAL ITEM #3 AIRPORT OFFICE BLDG	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$594.54
Offices	\$4,558.14
Non-Public Restrooms	\$2,972.70
Stairwells	\$198.18
Elevators	\$297.27
Ramp/Apron Level Loading Docks, Halls, Parking, Garage & Common Areas	\$594.54
Sidewalks, Entry Areas, & Walk Ramps	\$198.18
Sub-Total	\$9,413.55

PROPOSAL ITEM No. 4 CONCOURSE A	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$162,507.60
Offices	\$14,863.50
Public Restrooms	\$88,190.10
Non-Public Restrooms	\$7,431.75
Escalator/Power Walks	\$5,499.95
Jet Bridges	\$6,440.85
Stairwells	\$4,954.50
Elevators	\$2,477.25
Ramp/Apron Loading Docks, Halls, Parking, Garage & Common areas	\$990.90
Emergency Train Exits	\$198.18
Sub-Total	\$293,504.58

PROPOSAL ITEM #5 CONCOURSE B	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$269,524.80
Offices	\$99.09
Public Restrooms	\$126,835.20
Non-Public Restrooms	\$6,936.30
Escalator/Power Walks	\$5,945.40
Jet Bridges	\$6,936.30
Stairwells	\$4,459.05
Elevators	\$2,477.25
Ramp/Apron Loading Docks, Halls, Parking, Garage & Common areas	\$990.90
Emergency Train Exits	\$198.18
Collect Trash/Sweep Floor in vestibule areas in basement(2 time/week)	\$495.45
Sub-Total	\$424,897.92

PROPOSAL ITEM #6 CONCOURSE C	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$123,367.05
Offices	\$297.27
Public Restrooms	\$63,417.60
Non-Public Restrooms	\$1,486.35
Escalator/Power Walks	\$1,981.80
Jet Bridges	\$2,972.70
Stairwells	\$1,981.80
Elevators	\$1,486.35
Ramp/Apron Loading Docks, Halls, Parking, Garage & Common areas	\$693.63
Emergency Train Exits	\$99.09
Sub-Total	\$197,783.64

<u>PROPOSAL ITEM #7</u> <u>MAINTENANCE CENTER BLDGS</u> <i>Maintenance Center, Vehicle Storage Building & Paint Shop facility</i>	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$2,873.61
Offices	\$6,292.22
Non-Public Restrooms	\$3,765.42
Stairwells	\$148.64
Halls, Parking, Garage, & Common Areas	\$4,459.05
Sidewalks, Entry Areas, & Walk Ramps	\$198.18
Fleet Locker/Restroom area	\$3,468.15
Sub-Total	\$21,205.27

<u>PROPOSAL ITEM #8</u> <u>GROUND TRANSPORTATION BLDGS</u> <i>Main & Outhouse Buildings</i>	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$476.00
Offices	\$3,808.00
Non-Public Restrooms	\$5,057.50
Halls, Parking, Garage, & Common Areas	\$3,986.50
Sidewalks, Entry Areas, & Walk Ramps	\$238.00
Sub-Total	\$13,566.00

PROPOSAL ITEM #9 AIRSIDE BLDGS <i>A/C & B-turnstiles Buildings</i>	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$14,101.50
Non-Public Restrooms	\$5,712.00
Halls, Parking, Garage, & Common Areas	\$2,320.50
Sidewalks, Entry Areas, & Walk Ramps	\$297.50
Sub-Total	\$22,431.50

PROPOSAL ITEM #10 TSA/DPD DOG KENNEL BLDG	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$297.27
Offices	\$594.54
Non-Public Restrooms	\$247.73
Sub-Total	\$1,139.54

PROPOSAL ITEM #11 TRAILERS <i>South Campus (12) & Ops Trailers (2)</i>	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$148.64
Offices	\$1,535.90
Non-Public Restrooms	\$445.91
Sub-Total	\$2,130.45

PROPOSAL ITEM #12 W/A DEICE PAD BLDG & ARFF TRAINING FACILITY	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$99.09
Offices	\$148.64
Non-Public Restrooms	\$148.64
Stairwells	\$24.78
Halls, Parking, Garage, & Common Areas	\$49.55
Sidewalks, Entry Areas, & Walk Ramps	\$24.78
Sub-Total	\$495.48

PROPOSAL ITEM #13 GLYCOL BLDG	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas	\$24.78
Offices	\$49.55
Non-Public Restrooms	\$49.55
Sub-Total	\$123.88

PROPOSAL ITEM #14 CUSTOMS & INTERNATIONAL	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas, Halls & Common Areas	\$6,837.21
Offices	\$1,189.08
Public Restrooms	\$2,576.34
Non-Public Restrooms	\$396.36
Escalators/Power Walks	\$148.64
Stairwells	\$49.55
Elevators	\$99.09
Sub-Total	\$11,296.27

PROPOSAL ITEM #15 FIREHOUSE 1-4	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas, Halls & Common Areas	\$165.49
Sub-Total	\$165.49

PROPOSAL ITEM #16 CENTRAL PLANT/HVAC BLDG <i>HVAC facility above value Rental Car</i>	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas, Halls & Common Areas	\$99.09
Offices	\$99.09
Non-Public Restrooms	\$247.73
Sub-Total	\$445.91

PROPOSAL ITEM #17 SATELLITE BLDG	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas, Halls & Common Areas	\$123.87
Offices	\$173.41
Non-Public Restrooms	\$222.96
Sub-Total	\$520.24

PROPOSAL ITEM #18 CARPENTER SHOP	Pricing Per Month- (Per F.26 Staffing Plan; F.40ii- Task and Frequencies)
General Areas, Halls & Common Areas	\$118.91
Offices	\$94.14
Non-Public Restrooms	\$138.73
Sub-Total	\$351.78

Overall MONTHLY TOTAL PROPOSAL ITEMS #1-18 <u>\$1,561,116.14</u>

Proposal item #19 – Snow Removal- Management Fee	Management Fee – September-May
All costs associated with section F.51.a Snow Removal Scope of Work shall be included in proposal Item #'s 1, 2, 8, 9, and 10.-The flat monthly rate shall only apply to <u>Management Positions</u> as all hourly positions shall pertain and be billed at the noted Prevailing Wage Rates. DIA Snow Season shall be from September through May.	\$19,500.00 Per month September 1 – May 31

FINAL PRICING	
PRICING-April thru Sept	
Monthly billing for April-September	\$ 1,538,625.72
Healthcare reimbursement	\$ 26,014.00
Sub-Total	\$1,564,639.72

PRICING	
Monthly billing October thru March includes all Snow events (Proposal items 1-18 & 19)	\$ 1,612,856.56
Healthcare reimbursement	\$ 26,014.00
Sub-Total	\$1,638,870.56

OPTIONAL PROPOSAL ITEMS:

The following are Optional Proposal Items. The City reserves the right to utilize this item at any time during the term of the Contract and shall be implemented when determined in the City's best interest. If the City chooses to utilize these items written confirmation will be sent from the Manager or his/her authorized representative acknowledging the implementation of Proposal Item#20 below.

PROPOSAL ITEM #20- GRANITE FLOOR CARE)

Area	Sq Ft	Work required	Price per sq ft	Estimated total cost
East Baggage				
Mod 1 (North)	15,500	Med Grind/Polish	\$2.85	\$44,175.00
Mod 2 (Center)	15,500	Med Grind/Polish	\$2.85	\$44,175.00
Mod 3 (South)	15,500	Polish only	\$0.85	\$13,175.00
West Baggage				
Mod 1 (North)	15,500	Med Grind/Polish	\$2.85	\$44,175.00
Mod 2 (Center)	15,500	Med Grind/Polish	\$2.85	\$44,175.00
Mod 3 (South)	15,500	Full Grind/Polish	\$3.60	\$55,800.00
Great Hall				
North			\$	\$
South			\$	\$
South			\$	\$
West Ticket				
Mod 1 (North)	15,500	Med Grind/Polish	\$2.85	\$44,175.00
Mod 2 (Center)	15,500	Full Grind/Polish	\$3.60	\$55,800.00
Mod 3 (South)	15,500	Full Grind/Polish	\$3.60	\$55,800.00
East Ticket				
Mod 1 (North)	15,500	Full Grind/Polish	\$3.60	\$55,800.00
Mod 2 (Center)	15,500	Med Grind/Polish	\$2.85	\$44,175.00
Mod 3 (South)	15,500	Polish	\$0.85	\$13,175.00
North End Level 6				
North End level 6	5,600	Med Grind/Polish	\$2.85	\$15,960.00

Great Hall				
Bridge (Level 6)				
North Bridge	2,400	Full Grind/Polish	\$3.60	\$8,640.00
South Bridge	2,400	Full Grind/Polish	\$3.60	\$8,640.00
Total Sq. Ft	261,400			
		Total		\$547,840.00

Full Grind and Polish Requirements:

Contractor will need to perform a number of “grinding steps” wherein each grinding step requires a different grade (or grit level) of diamond disk to be used. The grade or “grit levels” of diamond disks needed to perform a “Full Grind and Polish” will be 50, 100, 200, 400, 800, 1600 and 3000 (with 50 being the most aggressive grit level). Contractor will start the grinding and polishing process using “50 grit diamond disks” and progress through the other “grit levels” listed above. While the “3000 grit diamond disks” serve to “polish” the floor (to some degree), said step must be followed by the last and final step in the “polishing process”. In the last or “final step” of the polishing process, contractor will apply small amounts of water and “polishing power” to the floor. Utilizing a conventional (weighted down) floor buffing machine and red or white buffing/polishing pad, contractor will buff dampened polishing powder until floor is dry and floor presents a highly polished appearance.

Note:

Prior to starting the grinding and polishing process with the “50 grit diamond disks” referenced above, contractor may need to use specially designed metal disks to remove/reduce “lippage” (which if not removed/reduced can result in uneven grinding and polishing of the floor, damage to diamond disks etc.).

Contractor may need more sets of certain diamond disks (i.e. grit levels) as all disks/grit levels do not wear down at the same rate as others.

Each step of the grinding process will require contractor’s employees to make several “passes” over the areas in which grinding is being performed. Failure to achieve the level of grinding which each step/grit level is intended to achieve will make each successive step ineffectual and result in contractor needing to go back and repeat the prior step.

The lubricant used in each step of the grinding and polishing process is “water”. Grinding the stone will create “slurry” which needs to be vacuumed up with a “wet vacuum” as the grinding process is being performed (i.e. after each pass). Clean water then needs to be reapplied. This is important as diamonds (usually larger in the lower grit level disks) can become dislodged and (if not vacuumed up with slurry), can scratch/scar floors as contractor progresses through next steps in the grinding process.

Only disks specifically designed to grind/polish “Granite” should be used.

Diamond disks designed to grind/polish other types of stone which may be softer than granite (i.e. marble) will not effective/achieve the desired results.

Medium Grind and Polish:

The procedures for performing a “Medium Grind and Polish” are the same as those outlined for “Full Grind and Polish” with the exception being that persons performing said “Medium Grind and Polish” will start the grinding and polishing process using “200 grit” and then proceed through the other steps/grit levels outlined for “Full Grind and Polish” as outlined above. Performing a Medium Grind and Polish will at best, eliminate (2) two of the (8) eight steps required for a Full Grind and Polish.

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**CITY AND COUNTY OF DENVER
CERTIFICATE OF INSURANCE FOR DEPARTMENT OF AVIATION**

☒ Original COI

☐ Advice of Renewal

☐ Change

Party to Whom this Certificate is Issued:

Name and Address of Insured:

CITY AND COUNTY OF DENVER
Manager of Aviation
Denver International Airport
8500 Peña Boulevard, Room 8810
Denver CO 80249

CONTRACT NAME & NUMBER TO WHICH THIS INSURANCE APPLIES: 201206835– Janitorial and Snow Removal Services

I. MANDATORY COVERAGE

Colorado Workers' Compensation and Employer Liability Coverage

Coverage: COLORADO Workers' Compensation

Minimum Limits of Liability (In Thousands)

WC Limits: \$500, \$500, \$500

And Employer's Liability Limits:

Any Policy issued under this section must contain, include or provide for the following:

1. All States Coverage or Colorado listed as a covered state for the Workers' Compensation
2. Waiver of Subrogation and Rights of Recovery against the City and County of Denver (the "City"), its officers, officials and employees.

Commercial General Liability Coverage

Coverage: Commercial General Liability (coverage at least as broad as that provided by ISO form CG0001 or equivalent)

Minimum Limits of Liability (In Thousands):

Each Occurrence:	\$1,000
General Aggregate Limit:	\$2,000
Products-Completed Operations Aggregate Limit:	\$2,000
Personal & Advertising Injury:	\$1,000
Fire Damage Legal - Any one fire	\$1,000

Any Policy issued under this section must contain, include or provide for the following:

1. City, its officers, officials and employees as additional insureds, per ISO form CG2010 and CG 2037 or equivalents.
2. Coverage for defense costs of additional insureds outside the limits of insurance, per CG0001.
3. Liability assumed under an Insured Contract (Contractual Liability).
4. The full limits of coverage must be dedicated to apply to this project/location, per ISO form CG2503 or equivalent.
5. Waiver of Subrogation and Rights of Recovery, per ISO form CG2404 or equivalent.
6. Separation of Insureds Provision required
7. General Aggregate Limit Applies Per: Policy ____ Project ____ Location____, if applicable

Business Automobile Liability Coverage

Coverage: Business Automobile Liability (coverage at least as broad as ISO form CA0001)

Minimum Limits of Liability (In Thousands): Combined Single Limit \$1,000

Any Policy issued under this section must contain, include or provide for the following:

1. Symbol 1, coverage for any auto. If no autos are owned, Symbols 8 & 9, (Hired and Non-owned) auto liability.
2. If this contract involves the transport of hazardous cargo such as fuel, solvents or other hazardous materials may occur, then Broadened Pollution Endorsement, per ISO form CA 9948 or equivalent and MCS 90 are required.

II. ADDITIONAL COVERAGE

Umbrella Liability

Coverage:

Umbrella Liability, Unescorted airside access

Minimum Limits of Liability (In Thousands)

Each Occurrence and aggregate

\$9,000

Any Policy issued under this section must contain, include or provide for the following:

1. City, its officers, officials and employees as additional insureds.
2. Coverage in excess of, and at least as broad as, the primary policies in sections WC-1, CGL-1, and BAL-1.
3. **If operations include unescorted airside access at DIA, then a \$9 million Umbrella Limit is required.**

Environmental Impairment/ Contractors Pollution Liability Coverage (including asbestos)

Coverage:

Environmental Impairment/Contractors Pollution Liability

Minimum Limits of Liability (In Thousands)

\$500 per occurrence

Any Policy issued under this section must contain, include or provide for the following:

1. Coverage shall cover the Insured's completed operations
2. City, its officers, officials and employees as additional insureds And shall including liability and defense of suits arising out of the activities performed by, or on behalf of the Insured.
3. Full limits of coverage dedicated to apply to this project/location.
4. Waiver of Subrogation and Rights of Recovery against the City and County of Denver, its officers, officials and employees.
5. Coverage shall apply to sudden and gradual pollution conditions resulting from the escape or release of smoke, vapors, fumes, acids, alkalis, toxic chemicals, liquids, or gases, natural gas, waste materials, or other irritants, contaminants, or pollutants (including asbestos). If the coverage is written on a claims-made basis, the Insured warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed.

Crime: Employee Dishonesty

Coverage: Money and Securities of Others, Employee Dishonesty

Minimum Limits of Liability (In Thousands):

\$1,000 per occurrence

II. ADDITIONAL CONDITIONS

It is understood and agreed, for the benefit of the City, that the following additional conditions shall apply to all coverage specified herein

- All coverage provided herein shall be primary and any insurance maintained by the City shall be considered excess.
- With the exception of professional liability and auto liability, a Waiver of Subrogation and Rights of Recovery against the City, its officers, officials and employees is required for each coverage period.
- The City shall have the right to verify or confirm, at any time, all coverage, information or representations contained herein, and the insured and its undersigned agent shall promptly and fully cooperate in any such

audit the City may elect to undertake.

- Advice of renewal is required.
- All insurance companies issuing policies hereunder must carry at least an A -VI rating from A.M. Best Company or obtain a written waiver of this requirement from the City's Risk Administrator.
- Compliance with coverage requirement by equivalent herein must be approved in writing by the City's Risk Administrator prior to contract execution.
- No changes, modifications or interlineations on this Certificate of Insurance shall be allowed without the review and approval of the Risk Administrator prior to contract execution.

NOTICE OF CANCELLATION

It is understood and agreed that should any Policy issued hereunder be cancelled or non-renewed before the expiration date thereof, or sustain a material change in coverage adverse to the City, the issuing company or its authorized Agent shall give notice to the Department of Aviation in accordance with policy provisions.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned ^{ISS Facility Services, Inc.}, a corporation organized under the laws of the State of Delaware, hereinafter referred to as the "Contractor" and ^{Westchester Fire Insurance Company} a corporation organized under the laws of the State of Pennsylvania, and authorized to transact business in the State of Colorado, hereinafter referred to as Surety, are held and firmly bound unto the CITY AND COUNTY OF DENVER, a municipal corporation of the State of Colorado, hereinafter referred to as the "CITY", in the penal sum of One Million and 00/100 Dollars (\$ 1,000,000.00), lawful money of the United States of America, for the payment of which sum the Contractor and Surety bind themselves and their heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

WHEREAS, the above Contractor has entered into a written contract with the City for furnishing all labor, materials, equipment, tools, superintendence, and other facilities and accessories for the construction of Contract No. 201206835-00; Janitorial services at Denver International Airport; bond covers initial term of September 16, 2012 - September 15, 2013 and may be continued by continuation certificate issued by the surety, Denver International Airport, in accordance with the Technical Specifications, Contract Drawings and all other Contract Documents therefor which are incorporated herein by reference and made a part hereof, and are herein referred to as the Contract.

NOW, THEREFORE, the condition of this performance bond is such that if the Contractor:

1. Promptly and faithfully observes, abides by and performs each and every covenant, condition and part of said Contract, including, but not limited to, its warranty provisions, in the time and manner prescribed in the Contract, and
2. Pays the City all losses, damages (liquidated or actual, including, but not limited to, damages caused by delays in the performance of the Contract), expenses, costs and attorneys' fees, that the City sustains resulting from any breach or default by the Contractor under the Contract, then this bond is void; otherwise, it shall remain in full force and effect.

IN ADDITION, if said Contractor fails to duly pay for any labor, materials, team hire, sustenance, provisions, provender, or any other supplies used or consumed by said Contractor or its subcontractors in its performance of the work contracted to be done or fails to pay any person who supplies rental machinery, tools, or equipment, all amounts due as the result of the use of such machinery, tools, or equipment in the prosecution of the work, the Surety shall pay the same in an amount not exceeding the amount of this obligation, together with interest as provided by law.

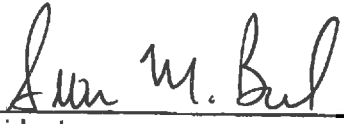
PROVIDED FURTHER, that the said Surety, for value received, hereby stipulates and agrees that any and all changes in the Contract or compliance or noncompliance with the formalities in the Contract for making such changes shall not affect the Surety's obligations under this bond and the Surety hereby waives notice of any such changes.

(End of Page)

IN WITNESS WHEREOF, said Contractor and said Surety have executed these presents as of this 30th day of July, 2012.

ISS Facility Services, Inc.

CONTRACTOR

By: 
President

Westchester Fire Insurance Company

SURETY

By: 
Attorney-in-Fact Victoria P. Parkerson

(Accompany this bond with Attorney-in-Fact's authority from the Surety to execute bond, certified to include the date of the bond.)

CITY AND COUNTY OF DENVER

By: 
MAYOR

By: 
Manager of Aviation

APPROVED AS TO FORM:

DOUGLAS J. FRIEDNASH, Attorney for the
City and County of Denver

By: 
Assistant City Attorney

PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned ^{ISS Facility Services, Inc.}, a corporation organized under the laws of the State of Delaware, hereinafter referred to as the "Contractor" and ^{Westchester Fire Insurance Company}, a corporation organized under the laws of the State of Pennsylvania, and authorized to transact business in the State of Colorado, hereinafter referred to as Surety, are held and firmly bound unto the CITY AND COUNTY OF DENVER, a municipal corporation of the State of Colorado, hereinafter referred to as the "CITY", in the penal sum of One Million and 00/100 ^{Dollars (\$ 1,000,000.00)}, lawful money of the United States of America, for the payment of which sum the Contractor and Surety bind themselves and their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above Contractor has entered into a written contract with the City for furnishing all labor, materials, tools, ^{201206835-00; Janitorial services at Denver International Airport; bond covers initial term of}superintendence, and other facilities and accessories for the construction of Contract No. ^{September 16, 2012 - September 15, 2013 and may be continued by continuation certificate issued by}Denver International Airport, in accordance with the Technical Specifications, ^{the surety}Contract Drawings and all other Contract Documents therefor which are incorporated herein by reference and made a part hereof, and are herein referred to as the Contract.

NOW, THEREFORE, the condition of this payment bond obligation is such that if the Contractor shall at all times promptly make payments of all amounts lawfully due to all persons supplying or furnishing it or its subcontractors with labor and materials, rental machinery, tools, or equipment, used or performed in the prosecution of work provided for in the above Contract and shall indemnify and save harmless the City to the extent of any and all payments in connection with the carrying out of such Contract which the City may be required to make under the law, then this obligation shall be null and void, otherwise, it shall remain in full force and effect;

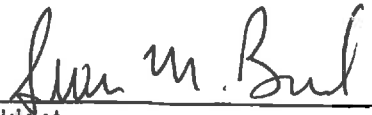
PROVIDED FURTHER, that the said Surety, for value received, hereby stipulates and agrees that any and all changes in the Contract, or compliance or noncompliance with the formalities in the Contract for making such changes shall not affect the Surety's obligations under this bond and the Surety hereby waives notice of any such changes.

[END OF PAGE]

IN WITNESS WHEREOF, said Contractor and said Surety have executed these presents as of this 30th day of July, 2012.

ISS Facility Services, Inc.

CONTRACTOR

By: 
President

Westchester Fire Insurance Company

SURETY

By: 
Attorney-in-Fact Victoria P. Parkerson

(Accompany this bond with Attorney-in-Fact's authority from the Surety to execute bond, certified to include the date of the bond.)

CITY AND COUNTY OF DENVER

By: 
MAYOR

By: 
Manager of Aviation

APPROVED AS TO FORM:

DOUGLAS J. FRIEDNASH, Attorney for the
City and County of Denver

By: 
Assistant City Attorney

Power of Attorney

WESTCHESTER FIRE INSURANCE COMPANY

Know all men by these presents: That WESTCHESTER FIRE INSURANCE COMPANY, a corporation of the Commonwealth of Pennsylvania pursuant to the following Resolution, adopted by the Board of Directors of the said Company on December 11, 2006, to wit:

RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such persons' written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.


FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested.

Does hereby nominate, constitute and appoint Christopher R Kelly, Cindy Chasse, Joanne Czlapinski, John B O'Keefe, Victoria P Parkerson, all of the City of HARTFORD, Connecticut, each individually if there be more than one named, its true and lawful attorney-in-fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof in penalties not exceeding Ten million dollars & zero cents (\$10,000,000.00) and the execution of such writings in pursuance of these presents shall be as binding upon said Company, as fully and amply as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office,

IN WITNESS WHEREOF, the said Stephen M. Haney, Vice-President, has hereunto subscribed his name and affixed the Corporate seal of the said WESTCHESTER FIRE INSURANCE COMPANY this 19 day of January 2011.

WESTCHESTER FIRE INSURANCE COMPANY

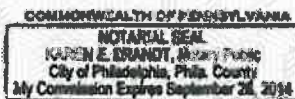



Stephen M. Haney, Vice President

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF PHILADELPHIA ss.

On this 19 day of January, AD 2011 before me, a Notary Public of the Commonwealth of Pennsylvania in and for the County of Philadelphia came Stephen M. Haney, Vice-President of the WESTCHESTER FIRE INSURANCE COMPANY to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same, and that the seal affixed to the preceding instrument is the corporate seal of said Company, that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and that Resolution, adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Philadelphia the day and year first above written.




Karen E. Brandy, Notary Public

I, the undersigned Assistant Secretary of the WESTCHESTER FIRE INSURANCE COMPANY, do hereby certify that the original POWER OF ATTORNEY, of which the foregoing is a substantially true and correct copy, is in full force and effect.

In witness whereof, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of the Corporation, this 30th day of July, 2012




William L. Kelly, Assistant Secretary

THIS POWER OF ATTORNEY MAY NOT BE USED TO EXECUTE ANY BOND WITH AN INCEPTION DATE AFTER January 19, 2013.

EXHIBIT E: LETTER OF CREDIT



DENVER
THE MILE HIGH CITY

Exhibit F

TO: All Users of the City of Denver Prevailing Wage Schedules
FROM: Meredith Creme, CSA Compensation and Classification
DATE: December 1, 2011
SUBJECT: Latest Update to Prevailing Wage Schedules

Please find an attachment to this memorandum all of the current Career Service Prevailing Wage Schedules issued in accordance with the City and County of Denver's Revised Municipal Code, Section 20-76(c). This schedule does not include the Davis-Bacon rates. The Davis-Bacon wage rates will continue to be published separately as they are announced.

Modification No. 99
Publication Date: 12-2-2011
(5 pages)

Unless otherwise specified in this document, apprentices shall be permitted only if they are employed pursuant to, and individually registered in, a bona fide apprenticeship program registered with the U.S. Department of Labor. The employer and the individual apprentice must be registered in a program, which has received prior approval, by the U.S. Department of Labor. Any employer, who employs an apprentice and is found to be in violation of this provision, shall be required to pay said apprentice the full journeyman scale.

Questions call (720) 913-5722

Attachments as listed above.

APPLIANCE MECHANIC

Last Revision: 02-19-2009

Effective: 02-19-2009

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Appliance Mechanic	\$22.34/hour	\$5.82/hour

Plus 10% shift differential for regularly scheduled hours worked between 6:00 p.m. and 6:00 a.m.

The Appliance Mechanic installs, services and repairs stoves, refrigerators, dishwashing machines, and other electrical household or commercial appliances, using hand tools, test equipment and following wiring diagrams and manufacturer's specifications. Responsibilities include: connects appliance to power source and test meters, such as wattmeter, ammeter, or voltmeter, observes readings on meters and graphic recorders, examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts, and disassembles appliances and examines mechanical and electrical parts. Additional duties include: traces electrical circuits, following diagram and locates shorts and grounds, using ohmmeter, calibrates timers, thermostats and adjusts contact points, and cleans and washes parts, using wire brush, buffer, and solvent to remove carbon, grease and dust. Replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring, repairs and adjusts appliance motors, reassembles appliance, adjusts pulleys and lubricates moving parts, using hand tools and lubricating equipment.

Note: This position does not perform installations done at new construction.

BAGGAGE HANDLING SYSTEM MAINTENANCE

Last Revision: 10-22-2010

Effective: 10-21-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Entry-Support Mechanic	\$15.26/hour	\$5.35/hour
Machinery Maintenance Mechanic	\$19.33/hour	\$5.82/hour
Controls System Technician	\$24.90/hour	\$6.46/hour

Plus 10% shift differential for regularly scheduled hours worked between 6:00 p.m. and 6:00 a.m.

Entry Support Mechanic

Under direct supervision, assists the Machinery Maintenance Mechanic in maintaining the operational status of the baggage handling system. Duties include but are not limited to; assisting with adjustments with belt tracking, belt tension, and gearbox.

Machinery Maintenance Mechanic

Performs routine and basic adjustments of baggage handling system equipment including but not limited to, belt tracking, belt tension, and gearbox and bearing lubrication. Performs daily and periodic shift inspections, cleaning, and diagnostics of mechanical system components based on an established preventive maintenance program. Dismantles, repairs, and reassembles equipment or machines for stock replacement or to restore baggage handling system equipment to operational status. Preventive maintenance and overhauling machines includes, but is not limited to, motors, clutches, brakes, transporting telecars, bearings, drive belts, drive shafts, pulleys, gearboxes (speed reducers), and conveyor belting. Maintains daily turnover reports and hourly labor time sheets for warranty reimbursement and statistical tracking of repairs.

Controls System Technician

Performs a variety of functions such as installation, maintenance, and repair of devices which control and are controlled by the baggage handling system and related equipment. Such devices include, but are not

limited to, personal computers, programmable logic controllers and peripherals, motor control panels, photoelectric sensors, sync-pulse tachometers, laser and RF readers, linear induction motors and servo-drives. Troubleshoots and repairs all control system and electrical failures by applying comprehensive technical knowledge to solve problems by interpreting manufacturer manuals or similar documents. Work requires familiarity with the interrelationships of electro-mechanical devices.

Removes and replaces plug-in type boards and components. Aligns, replaces, and cleans photocells. Makes minor repairs of connectors, wiring and fuses on-site, and cleans and performs diagnostic routines of electrical and control system components. Performs scheduled routine maintenance on all control system components and reporting devices (including personal computers), based on recommended manufacturer practices. Uses a personal computer to diagnose and correct PLC and operating system software problems. Diagnoses, repairs and aligns laser array (baggage tag reader) and RF reader hardware and software.

Note: Incumbents must possess an Electrician's license when work warrants.

BUILDING ENGINEER

Last Revision: 07-15-2010

Effective: 07-21-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Building Engineer	\$28.82/hour	\$6.68/hour

This classification of work is responsible for operating, monitoring, maintaining/repairing the facilities mechanical systems to ensure peak performance of the systems. This includes performing P.M. and repair work of the building mechanical systems, inspecting, adjusting, and monitoring the building automation and life safety systems, contacting vendors and place order replacement parts, responding to customer service requests and performing maintenance/repairs in tenant or public spaces, performing routine P.M. i.e. light plumbing and electrical repairs, ballast lamp and tube replacement, operating mechanical systems both on site and via a remote laptop computer, maintaining inventory of spare parts and tools, painting and cleaning mechanical equipment and machine rooms, etc.

FUEL HANDLER SERIES

Last Revision: 10-22-2010

Effective: 10-21-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Fuel Distribution System Operator	\$18.97/hour	\$5.78/hour
Lead Fuel Distribution System Operator	\$19.83/hour	\$5.88/hour
Fuel Distribution System Mechanic	\$23.46/hour	\$6.30/hour
Lead Fuel Distribution System Mechanic	\$24.53/hour	\$6.42/hour

Plus 10% shift differential for hours worked between 6:00 p.m. and 6:00 a.m.

Fuel Distribution System Operator:

Receives, stores, transfers, and issues fuel. Performs various testing procedures and documentation on fuel samples. Gauges tanks for water, temperature and fuel levels. Performs temperature and gravity testing for correct weight of fuel. Checks pumping systems for correct operating pressure or unusual noises. Inspects fuel receiving, storage, and distribution facilities to detect leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Operates a 24-hour control center; operates various computer equipments

to determine potential equipment failure, leak and cathodic protection systems, pump failure, and emergency fuel shutoff systems. Monitors quality of fuel and drains excess condensation from fuel sumps and underground fuel pits. Inspects fuel tank farm for such items as leaks, low pressure, and unauthorized personnel. Performs general housekeeping and grounds maintenance for terminal, pipeline and dock areas, including fuel pits and valve vault cleaning and pump out activities. May connect lines, grounding wires, and loading and off loading arms of hoses to pipelines. May assist Fuel Distribution System Mechanics by preparing work areas. Maintains record of inspections, observations and test results.

Lead Fuel Distribution System Operator:

Performs lead duties such as making and approving work assignments and conducting on-the-job training as well as performing the various tasks performed by the Operator classification.

Fuel Distribution System Mechanic:

Maintains and repairs fuel storage and distribution systems, equipment and filtration systems, and differential pressure valves. Corrects leakage, corrosion, faulty fittings, and malfunction of mechanical units, meters, and gauges such as distribution lines, float gauges, piping valves, pumps, and roof sumps. Inspects electrical wiring, switches, and controls for safe-operating condition, grounding, and adjustment; may make minor repairs. Lubricates and repacks valves. Lubricates pumps, replaces gaskets, and corrects pumping equipment misalignment. May clean strainers and filters, service water separators, and check meters for correct delivery and calibration. Overhauls system components such as pressure regulating valves and excess valves. Disassembles, adjusts, aligns, and calibrates gauges and meters or replaces them. Removes and installs equipment such as filters and piping to modify system or repair and replace system component. Cleans fuel tanks and distribution lines. Removes corrosion and repaints surfaces. Overhauls vacuum and pressure vents, floating roof seals, hangers, and roof sumps. Some positions maintain fuel-servicing equipment such as hydrant and tanker trucks. Maintains record of inspections and repairs and other related paperwork as required.

Lead Fuel Distribution System Mechanic:

Performs lead duties such as making and approving work assignments and conducting on-the-job training as well as performing the various tasks performed by the Mechanic classification.

These classifications are recommended to be inclusive and to supersede any previously adopted classifications.

CUSTODIANS

Last Revision: 01-20-2011

Effective: 01-01-2012

<u>Classification</u>	<u>Base Wage</u>	<u>Fringes</u>
Custodian I	\$12.33/hour	\$3.69 SINGLE \$5.17 2-PARTY \$6.39 FAMILY
Custodian II	\$12.68/hour	\$3.74 SINGLE \$5.23 2-PARTY \$6.44 FAMILY

Benefits and Overtime

Parking	With valid receipt from approved parking lot, employees are reimbursed the actual monthly cost of parking.
RTD Bus Pass	Employer will provide employees with the Bus Pass or pay (\$0.11) per hour for travel differential.
Shift Differential	2nd shift (2:30 p.m.-10:30 p.m.): \$.50/hr 3rd shift (10:31 p.m.-6:30 a.m.): \$1.00/hr.
Overtime	Time worked in excess of seven and one-half (7 ½) hours in one (1) day or in excess of thirty-seven and one-half (37 ½) hours in one week shall constitute overtime and shall be paid for at the rate of time and one-half (1 ½) at the employee's basic straight time hourly rate of pay.
Note	The Career Service Board in their public hearing on March 15, 2007 approved to amend prevailing wages paid to the Custodian as follows: "All contractors shall provide fringe benefits or cash equivalent at not less than the single rate amount. Contractors who offer health insurance shall provide an employer contribution to such insurance of not less than the 2-party or family rate for any employee who elects 2-party or family coverage. Contractors who offer such coverage will be reimbursed for their employer contributions at the above rates under any City contract incorporating this wage specification."

Position Descriptions:

Custodian I	Any employee performing general clean-up duties using equipment that does not require special training: i.e., dust mopping, damp mopping, vacuuming, emptying trash, spray cleaning, washing toilets, sinks, walls, cleaning chairs, etc.
Custodian II	Any employee performing specialized cleaning duties requiring technical training and the use of heavy and technical equipment, i.e., heavy machine operators floor strippers and waxers, carpet shampooers, spray buffing, re-lamping, mopping behind machines, high ladder work, chemical stripping and finishing of stainless steel.

FURNITURE MOVERS
(Moving, Storage and Cartage Workers)

Last Revision: 10-22-2010
Effective: 10-21-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Laborer/Helper	\$17.36/hour	\$5.59/hour
Driver/Packer	\$17.43/hour	\$5.60/hour
Lead Worker	\$18.22/hour	\$5.69/hour

LANDSIDE PARKING ELECTRONICS TECHNICIAN

Last Revision: 10-22-2010
Effective: 10-21-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Landside Parking Electronics Technician	\$22.14/hour	\$6.14/hour

Plus 10% shift differential for regularly scheduled hours worked between 6:00 p.m. and 6:00 a.m.

This classification of work installs, modifies, troubleshoots, repairs and maintains revenue control equipment at manned and unmanned parking entrance and exit gates. Replaces consumable items such as tickets, printer ribbons, and light bulbs. Replaces modules and related equipment as needed to repair existing equipment, modify applications, or resolve unusual problems. Troubleshoots, tests, diagnoses, calibrates, and performs field repairs. Performs preventive maintenance such as inspection, testing, cleaning, lubricating, adjusting and replacing of serviceable parts to prevent equipment failure for electromechanical control in order to minimize repair problems and meet manufacturers' specifications.

SIGN ERECTOR

Last Revision: 10-15-2009
Effective: 10-15-2010

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Sign Erector	\$20.19/hour	\$3.80/hour

This classification of work erects, assembles, and/or maintains signs, sign structures and/or billboards using various tools. Erects pre-assembled illuminated signs on buildings or other structures according to sketches, drawings, or blueprints. Digs and fills holes, places poles. Bolts, screws, or nails sign panels to sign post or frame. Replaces or repairs damaged or worn signs. May use welding equipment when installing sign. This classification is not a licensed electrician and therefore cannot make connections to power sources (i.e., provide exit lighting).

TELEDATA TECHNICIAN

Last Revision: 07-15-2010
Effective: 07-22-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Teledata Technician	\$32.69/hour	\$7.36/hour

This classification of work is responsible for telephone installation, removal, relocation, problem resolution, cable maintenance and repair ; installs and maintains large programmable PBX systems (Panasonic 1, 2, & 3 line sets, ISDN 6504, 6508, 7504, 7505, 7506, 7507; Northstar stations and systems; Northern Telecom Option 11 system, Vodavi Executive sets and systems, AT&T system 75, Eagle sets and systems; 2/06, 4/10, 8/20, 10/30, 30/70 Merlin systems; 3/8, 6/16, 12/24, and 24/48 Vodavi systems). Duties also include testing circuits, analyzing results, repairing and modifying circuits and equipment in a step by step XY all relay and/or electronic switch system. This classification of worker locates electrical, electronic, and mechanical failures in telephone switching and carrier equipment; repairs equipment by replacing defective parts by such procedures as setting clearances, adjusting spring tensions, wipers, relay contacts and other interrelated mechanisms ; installs or rearranges equipment frames and shelves, and such equipment as line finders, switch banks, selectors, connectors, repeaters, peg counters, restricting post cams, and various interrelated truck circuits. Workers resolve complex problems between exchange, both government and commercial and may direct, instruct, and assist lower level employees with their overall assignments.

TILE SETTER-MARBLE MASONS-TERRAZZO FINISHERS, FLOOR GRINDERS, AND BASE GRINDERS

Last Revision: 06-03-2010
Effective: 07-07-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Finisher (Tile-Marble-Terrazzo)	\$18.10 /hour	\$9.33/hr

Effective May 1, 2008, Local Union 7 of Colorado combined three classes of Finishers, Floor Grinders, and Base Grinders into Finisher using one pay schedule.

Journeymen Rates for the Tile Setter classification of work (Tile Setter, Marble Mason, and Terrazzo Worker) are provided by the Davis-Bacon Act.

TRANSIT TECHNICIANS

Last Revision: 02-17-2011
Effective: 01-01-2012

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Transit Technician - Entry	\$22.21/hour	\$6.15/hour
Transit Technician - Senior	\$24.28/hour	\$6.39/hour
Transit Technician - Lead	\$25.38/hour	\$6.52/hour
Elevator Mechanic/Repairer	\$39.34/hour	\$27.41/hour (< 5 yrs service) \$28.19/hour (> 5 yrs service)

In addition, Shift differentials of eight percent (8%) of the employee's straight time pay rate for the second shift and ten percent (10%) for the third shift for straight time work regularly scheduled providing lore that (50%) of the employee's work occurred on such shift.

Transit Technician-Entry: Associates in this position will be given instruction by on-the-job and/or classroom training to perform corrective and preventive maintenance, inspections, repairs, and adjustments to all systems, subsystems, and components of an electronic, mechanical, electro/mechanical, hydraulic, and pneumatic nature. This classification of workers may assist with routine preventive maintenance, inspection, and adjustment. Tasks and procedures are well established and require close supervision. Incumbents will follow the direction of higher level personnel in preventive or corrective maintenance phases of work. Most tasks will be of an apprentice nature and will require close supervision. Incumbents will progress to the journey level after one year as a Transit Technician-Entry.

Transit Technician-Senior: This is a full performance level class performing various corrective and preventive maintenance, inspections, repairs, and adjustments to all systems, subsystems, and components of an electronic, mechanical, electro-mechanical, hydraulic, and pneumatic nature; monitors the transit system via a central computer system to make automated adjustments in the operation and maintenance of the transit system.

Transit Technician-Lead: Performs lead technical duties such as making work assignments and conducting on-the-job informal training as well as performing various tasks involved with the operation and maintenance of the transit system. The Lead Transit Technician is the specialist in terms of hands-on diagnosis and troubleshooting various problems that may arise on the transit system.

23210-Elevator Repairer: The SCA-Directory of Occupations describes, Elevator Repairer as, "repairs and maintains "Automated People Movers" and like named devices used in the transportation of people and materials including, but not limited to elevators, escalators, dumbwaiters, and moving walkways to meet safety regulations and building codes. This worker trouble shoots and determines causes of trouble in brakes, electrical motors, switches, signal and control systems, using computers, test lamps, voltmeters, ammeters, and oscilloscopes, disassembles defective units and repairs or replaces parts such as electrical door locks, cables, electrical wiring and faulty safety devices installs push button control systems, complete control systems, and other devices to modernize automated people mover systems, and cleans and lubricates bearing and other parts to minimize friction."

TREE TRIMMERS

Last Revision: 10-15-2009
Effective: 10-15-2010

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Tree Trimmer	\$16.77/hour	\$2.48/hour

This classification of work trims, removes, and applies insecticides to trees and shrubbery including trimming dead, diseased, or broken limbs from trees utilizing rope and saddle, chain, handsaw and other related equipment common to the care of trees and shrubs. Removes limbs, branches and other litter from the work area, observes safety rules, inspects and identifies tree diseases and insects of the area distinguishing beneficial insects and environmental stress, takes samples from diseased or insect infested trees for lab analysis, operates a wide variety of heavy and power equipment in trimming and removing trees and shrubbery i.e. mobile aerial tower unit, tandem trucks, loaders, chipper, etc., maintains all equipments.

WINDOW CLEANERS

Last Revision: 02-04-2010
Effective: 01-20-2011

Classification:	<u>Base Wage</u>	<u>Fringes</u>
Window Cleaner	\$20.80 /hour	\$6.51/hr (Single) \$8.24/hr (2-Party) \$9.01/hr (Family)

Benefits/Overtime

Parking	With valid monthly parking receipt from approved parking lot, employees are reimbursed for the cost of parking. The employer shall reimburse employees for parking expenses from other parking lots up to the amount reimbursed for DIA Employee Parking Lot upon the submission of a monthly parking receipt. Only (1) one receipt per month.
Shift Differential	\$0.75 per hour for employees assigned to 3rd shift (11:00 p.m. to 7:00 a.m.)
Overtime	One and one-half (1½) times the basic rate of pay in excess of 7.5 hours worked per day or 37.5 hours worked per week.
Lead Work	\$1.25 per hour above highest paid employee under supervision
High Work	\$1.75 per hour (21 feet or more from ground (base) to top of surface/structure being cleaned)
Training	\$0.25 per hour
ECOPASS	Employer will provide employees with the ECOPASS
Note:	The Career Service Board in their public hearing on April 3, 2008, approved to amend prevailing wages paid to the Window Cleaners as follows: "All contractors shall provide fringe benefits or cash equivalent at not less than the single rate amount. Contractors who offer health insurance shall provide an employer contribution to such insurance of not less than the 2-party or family rate for any employee who elects 2-party or family coverage. Contractors who offer such coverage will be reimbursed for their employer contributions at the above rates under any City contract incorporating this wage specification."

Exhibit G

EXECUTIVE ORDER NO. 136

TO: All Departments and Agencies Under the Mayor

FROM: John W. Hickenlooper, Mayor

DATE: May 21, 2009

SUBJECT: Non-displacement of Qualified Workers under City Service Contracts

Purpose: When a city service contract expires, and a follow-on contract is awarded for the same service, at the same location, the successor contractor or its subcontractors often hires the majority of the predecessor's employees. On some occasions, however, a successor contractor or its subcontractors hires a new work force, thus displacing the predecessor's employees.

The City and County of Denver's procurement interests in economy and efficiency are served when the successor contractor hires the predecessor's employees. A carryover work force reduces disruption to the delivery of services during the period of transition between contractors and provides the City and County of Denver benefits of an experienced and trained work force that is familiar with the city's personnel, facilities and requirements.

0.0 **Applicable Authority.** The applicable authority relevant to the provisions and requirements of this Executive Order is found in § 2.2.10 (A) and (C) of the Charter of the City and County of Denver, as well as in the Mayor's authority to make and enforce contracts on behalf of the City and County of Denver as set forth in §§ 2.2.3 and 2.2.4 of the Charter.

1.0 **Policy.** It is the policy of the City and County of Denver that city service contracts and solicitations for such contracts shall include a clause that requires the contractor, and its subcontractors, under a contract that succeeds a contract for performance of the same or similar services at the same location, to offer those employees (other than managerial and supervisory employees) employed under the predecessor contract whose employment will be terminated as a result of the award of the successor contract, a right of first refusal of employment under the contract in positions for which they are qualified. There shall be no employment openings under the contract until such right of first refusal has been provided. Nothing in this order shall be construed to permit a contractor or subcontractor to fail to comply with any provision of any other Executive Order or other applicable laws and policies.

2.0 **Applicability.** As used in this Executive Order, the term "city services contract" shall mean a contract entered into directly by the City and County of Denver with a private contractor to provide maintenance or operational services to a city building or facility, and to which either the city's Living Wage Ordinance (Sec. 20-80, D.R.M.C.) or the city's Prevailing Wage Ordinance (Sec. 20-76) otherwise applies; ~~to wit,~~ this Executive Order shall apply to contracts for the performance of work by the following types of service employees only:

- A. Parking lot attendant.
- B. Security guard.
- C. Child care worker at any public building or public parking facility owned by the city.
- D. Clerical support worker.
- E. Janitors or custodian, including window washers and other similar janitorial or custodial work.

3.0 **Authority to Exempt Contracts.** If the head of any department or agency finds that the application of any of the requirements of any requirement of this Executive Order would not serve the purposes of this order or would impair the ability of the City and County of Denver to procure services on an economical and efficient basis, the head of such department or agency may exempt its department or agency from the requirements of any or all of this Executive Order with respect to a particular city services contract or any class of city services contracts.

4.0 **Contract Clause.** The following contract clause shall be included in solicitations for city service contracts that succeed contracts for performance of the same service at the same location and in the contract itself:

"NONDISPLACEMENT OF QUALIFIED WORKERS

"(a) Consistent with the efficient performance of this contract, the contractor and its subcontractors shall, except as otherwise provided herein, in good faith offer those employees (other than managerial and supervisory employees) employed under the predecessor contract whose employment will be terminated as a result of award of this contract or the expiration of the contract under which the employees were hired, a right of first refusal of employment under this contract in positions for which employees are qualified. The contractor and its subcontractors shall determine the number of employees necessary for efficient performance of the work. Except as provided in paragraph (b) there shall be no employment opening under this contract, and the

contractor and any subcontractors shall not offer employment under this contract, to any person prior to having complied fully with this obligation. The contractor and its subcontractors shall make an express offer of employment to each employee as provided herein and shall state the time within which the employee must accept such offer, but in no case shall the period within which the employee must accept the offer of employment be less than 10 days.

“(b) The contractor shall retain, for a ninety (90) day transition employment period, qualified employees who have exercised their right to accept employment with the contractor as provided in paragraph (a) of this section. During the ninety (90) day transition employment period, the contractor shall not discharge without cause an employee retained pursuant to this section. For purposes of this section, the term “cause” shall include, but not be limited to, the employee’s conduct while employed under the predecessor contract that may have contributed to any decision to terminate the predecessor contract. At the end of the ninety (90) day transition employment period, the contractor shall perform a written performance evaluation for each service employee retained pursuant to this section. If the employee’s performance during such ninety (90) day period is satisfactory, the contractor shall offer the employee continued employment under the terms and conditions established by the contractor or as required by law; provided, however, nothing in this section shall be construed to create any right or entitlement to continued employment by the contractor for any particular period of time in excess of the ninety (90) day transition employment period.

“(c) Notwithstanding the obligation under paragraph (a) above, the contractor and any subcontractors (1) may employ under this contract any employee who has worked for the contractor or subcontractor for at least 3 months immediately preceding the commencement of this contract and who would otherwise face lay-off or discharge, (2) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor who are not service employees within the meaning of Section 3.0 of Executive Order No. 136, and (3) are not required to offer a right of first refusal to any employee(s) of the predecessor contractor whom the contractor or any of its subcontractors reasonably believes, based on the particular employee’s past performance, has failed to perform suitably on the job.

“(d) The contractor shall, not less than 10 days before completion of this contract, furnish the contract administrator a certified list of the names of all service employees working under this contract and its subcontracts during the last month of contract performance. The list shall also contain anniversary dates of employment of each service

employee under this contract and its predecessor contracts either with the current or predecessor contractors or their subcontractors. The contract administrator will provide the list to the successor contractor, and the list shall be provided on request to employees or their representatives.

“e) If it is determined that the contractor or its subcontractors are not in compliance with the requirements of this clause, appropriate sanctions may be imposed and remedies invoked against the contractor or its subcontractors, as provided in this contract.

“(f) In every subcontract entered into in order to perform services under this contract, the contractor will include provisions that ensure that each subcontractor will honor the requirements of paragraphs (a) through (b) with respect to the employees of a predecessor subcontractor or subcontractors working under this contract, as well as of a predecessor contractor and its subcontractors. The subcontract shall also include provisions to ensure that the subcontractor will provide the contractor with the information about the employees of the subcontractor needed by the contractor to comply with paragraph (c) above. The contractor will take such action with respect to any such subcontract as may be directed by the contract administrator as a means of enforcing such provisions, including the imposition of sanctions for non-compliance: provided, however, that if the contractor, as a result of such direction, becomes involved in litigation with a subcontractor, or is threatened with such involvement, the contractor may request that the city enter into such litigation to protect the interest of the city.”

5.0 Enforcement. The head of the department or agency administering a particular city service contract is responsible for receiving any complaints, investigating, and obtaining compliance with this Executive Order and any contractual provision entered into pursuant to this order.

6.0 Severability. If any provision of this Executive Order, or the application of such provision to any person or circumstance, is held to be invalid, the remainder of this order and the application of the provisions of such to any person or circumstance shall not be affected. Thereby.

7.0 General Provisions.

7.1 Nothing in this Executive Order shall be construed to impair or otherwise affect the authority granted by law to any department or agency of the city.

- 7.2 This Executive Order shall be implemented consistent with applicable law and subject to the availability of appropriations.
- 7.3 This Executive Order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the City and County of Denver, its departments, agencies, officers, employees, agents, or any other person.

8.0 **Effective Date.** This order shall become effective immediately and shall apply to solicitations for city service contracts issued on or after the date set forth above.

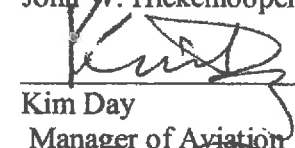
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Approved for legality:


David R. Fine, City Attorney

Approved:

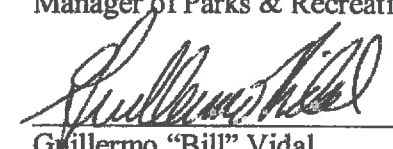

John W. Hickenlooper, Mayor



Kim Day
Manager of Aviation

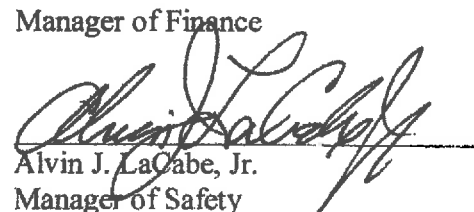

Nancy Severson
Manager of Environmental Health

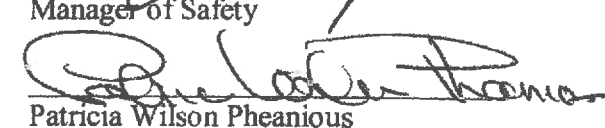

Acting Manager of General Services

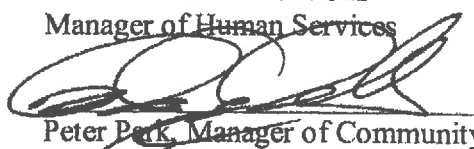

Kevin Patterson
Manager of Parks & Recreation


Guillermo "Bill" Vidal
Manager of Public Works


Claude Pumilia
Manager of Finance


Alvin J. LaCabe, Jr.
Manager of Safety


Patricia Wilson Pheanious
Manager of Human Services


Peter Park, Manager of Community
Development and Planning