

**NOTICE TO BIDDERS
FOR
CONTRACTED CUSTODIAL SERVICES
AT DES MOINES INTERNATIONAL AIRPORT
CONTRACT NO: 2026-05-10**

Time and Place for Filing Sealed Proposals. Sealed proposals for the work comprising each service as stated below must be on file before 2:30 p.m. on July 1, 2026, in the office of the Chief Executive Officer, Des Moines International Airport, 2nd Floor, Room 207, 5800 Fleur Drive, Des Moines, Iowa, 50321. Proposals received after the deadline for submission of proposals as stated herein shall not be considered and shall be returned to the late entity unopened.

Sealed proposals will be opened and tabulated by Des Moines Airport Authority Committee. Proposals and associated contract is scheduled for consideration by the Des Moines Airport Authority Board (Board) at its meeting on September 8, 2026. The Board may award a Contract at said meeting, or at such other time and place as shall then be announced.

General Nature of Public Improvement

The Des Moines Airport Authority is seeking proposals for Custodial Services at the Des Moines International Airport. The successful proposer shall submit hourly and annual costs to the Authority for the right to operate and manage the custodial services. The successful proposer must have the resources to provide quality cleaning services that are reliable and cost efficient for the Authority. The custodial services contract will be awarded through a contract based on the RFP responses.

The contract will be for a three-year period subject to extension at the Authority's option for two consecutive one-year periods. During the contract term, the Authority, upon providing 90 days prior written notice of intention to terminate, may at any time terminate the contract.

Proposer shall be responsible to perform all work specified in the specifications document and as specified within the Proposer's detailed proposal. Proposer is responsible for providing all materials, supplies, labor, transportation, fees, and other required services to complete the Scope of Work as specified.

The successful contractor will provide a cost/hour/employee price based upon providing 3 shifts:

- a. First Shift
 - a. 1 account manager, 40 hours per week
 - b. 8 individuals (1 shift supervisor and 7 custodians) per 8-hour shift, 7 days / week
 - c. Scheduled from 6:30 a.m. to 3:00 p.m.
- b. Second Shift
 - a. 8 individuals (1 shift supervisor and 7 custodians) per 8-hour shift, 7 days/week
 - b. Scheduled from 2:30 p.m. to 11:00 p.m.

- c. Third Shift
 - a. 11 individuals (1 shift supervisor and 10 custodians) per 8-hour shift, 7 days/week.
 - b. Scheduled from 10:30 p.m. to 7:00 a.m.
- d. These shift times are for reference. Individual shifts may vary based on the needs of the Authority or in discussions with Contractor.
- e. One account manager at 40 hours/week, primarily focused on first shift
- f. Shift supervisor will be POC while account manager is out. Shift supervisors will have the authority to direct the efforts of custodial staff for emergencies and Authority requests.
- g. Authority may increase or decrease staff with 30 written notice as deemed necessary.

An eight-hour shift shall include eight hours of labor and does not include time employees are on lunch break. The successful contractor will provide full staff coverage for all 3 shifts, 365 days per year regardless of vacation time, holidays, or personal time. The successful contractor shall ensure that additional staff are available and have successfully satisfied all security requirements to cover all required staffing assignments when employees take time off, do not have the ability to perform the scope of work for that shift, have been terminated, or are otherwise unavailable.

The contract price will include all supervision needed to perform the services and fulfill the services requested. This supervision will include one working supervisor per shift and a working account manager responsible for managing and directing the supervisors. This working account manager will work directly with Authority staff in a professional manner.

The equipment and supply expense will include providing and maintaining all equipment and cleaning supplies necessary to perform the work. This cost will include providing all cleaning chemicals, floor care products, floor finishes, finish removers, terrazzo polishing equipment, floor scrubbers, carpet extractors, custodial tools, and cleaning supplies to include but not limited to mops, pails, rags, brooms, battery vacuums, toilet cleaning supplies, wet floor signs, glass cleaning equipment, dusting materials, dump carts, brute barrels, lockable custodial carts, etc. These costs shall be entered into Form 5 minor equipment and supplies cost.

Lifts are provided by DSM; however, operators must complete DSM provided lift certification program.

Contractor will provide and maintain in working order a list of larger equipment as outlined in Proposal specifications.

Contractor shall maintain adequate necessary PPE for all their employees. Contractor shall provide adequate cold/hot weather gear to protect their employees during outdoor required activities.

The Authority will maintain inventories of commodities such as toilet tissue, hand towels, trash can liners, and hand soap.

Custodial services will be provided at a price per hour per employee rate and a fixed equipment and supplies cost. The contract between the parties will not provide a cost for square foot cleaning or attempt to identify specific tasks or specific work. The Authority will expect the contractor to provide the agreed upon custodial labor to respond to any and all custodial services needs regardless of whether or not the work task has been outlined in the scope of services within Request for Proposal.

Performance Bond. Each successful Bidder will be required to furnish corporate Surety Bonds in an amount equal to one hundred percent (100%) of its Contract price. Said Bond shall be issued by a responsible Surety approved by the Des Moines Airport Authority and shall guarantee the faithful performance of the Contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor and protect and save harmless the Des Moines Airport Authority from claims and damages of any kind caused by the operations of the Contract.

Award of Contract. All proposals submitted in accordance with the instructions presented herein will be subject to evaluation. Proposals may be held by the Des Moines Airport Authority for a period not to exceed 90 days from the date of the proposals being received for the purpose of conducting the evaluation. The right is reserved, as the Des Moines Airport Authority may require, to reject any and all proposals and to waive any informality in the proposals received.

Contract Documents. A copy of said plans, specifications, and form of contract, and estimated total cost is now on file in the office of the Chief Development Officer and may be examined at the Des Moines International Airport, 2nd Floor, Room 207, 5800 Fleur, Drive, Des Moines, Iowa.

Copies of the Bidding & Contract Documents may be obtained at Beeline and Blue, 2507 Ingersoll Avenue, Des Moines, IA 50312 (515-244-1611 or www.beelineandblue.com), in accordance with the Request for Proposals. A record of plan holders will be updated daily and posted on Beeline and Blue's Online Plan room. Documents are available at a cost of \$25, which is refundable, provided the following conditions are met: (1) The Contract Documents are returned complete and in a reusable condition, and (2) they are returned within fourteen (14) calendar days after the award of the project.

Failure to submit a fully completed and accurate Proposal may result in the Proposal being deemed non-responsive and may result in the Proposal being rejected.

Sales Tax. The bidder should not include sales tax in the bid. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

Title VI Solicitation Notice. The Des Moines Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Pre-Bid Conference. A mandatory pre-bid conference will be held on, June 18, 2026 at 1:00 pm in the Cloud Room, 2nd Floor, Des Moines International Airport, 5800 Fleur Drive, Des Moines, IA 50321.

The Des Moines Airport Authority reserves the right to reject any or all proposals, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the Authority.

This Notice is given by authority of the Des Moines Airport Authority.