

CITY OF WATERLOO, IOWA
Request for Proposals (RFP) for The
WATERLOO REGIONAL AIRPORT
Airline Passenger Terminal Building

The Waterloo Regional Airport, under final jurisdiction of the Waterloo City Council, is seeking bids for the furnishing of daily janitorial services for the Airline Passenger Terminal Building.

To be considered for this project, the bidder must be familiar with the specifications set forth in the bid document; and the bidders shall offer to furnish those janitorial services (Personnel, Equipment and Consumables) to the Airport as required in the bid document.

This entire document shall be considered as binding, part of the contract, and must meet or exceed the specifications set forth in this Request for Proposals (RFP).

TERM:

The term of the contract and price shall be fixed each year over a three (3) year term, commencing on Tuesday, July 1, 2025, and continuing through June 30, 2028.

The Airport may offer a two (2) year extension to the contract, giving notice of said intent at least 90 days prior to June 30, 2028. If an extension is not offered, or an extension offer is not accepted, the contract shall expire on June 30, 2028.

Said contract period shall include quarterly reviews of services performed for each quarter of the three-year term – and any extension agreed to – to ensure that the service provider is performing in compliance with the language of the contract.

Reviews shall be attended and completed by the Airport Director or his/her designee, and the Area Manager/s of the service provider.

THE CITY OF WATERLOO RESERVES THE RIGHT TO WITHDRAW THIS RFP AT ANY TIME BEFORE AWARD OF CONTRACT.

1. Term of Contract:

As noted above, the price quoted for the three (3) year term shall be **fixed**. There may be an option to extend the janitorial agreement for one (1), two (2) year period.

This option may be offered to the Contractor if the Airport is satisfied with the service provider's performance during the initial contract period.

2. Definitions:

Project Manager: Steven Kjergaard, Airport Director
City: City of Waterloo dba Waterloo Regional Airport
Address of Work Site: 2790 Livingston Lane, Waterloo, IA 50703
Contractor: Successful bidder that is awarded the contract for daily (Seven (7) days per week) janitorial services.
Work Hours: See Page No. 5
Airport is requesting bids for the monthly cost of daily custodial services.

3. Building Information:

The Waterloo Regional Airport is, excluding terminal basement, approximately 40,000 square feet in total, which includes both public and non-public areas. Janitorial services required and areas to be serviced are identified in Section 14 of this RFP, and as described in Exhibit B.

4. Important Dates:

Pre-Bid Meeting:

A walk-thru inspection of the areas to be serviced can be scheduled in advance of submitting the bid by contacting the Project Manager at 319-291-4483 or by email at: Steven.Kjergaard@waterloo-ia.org.

Bid Submittal Deadline: Bids must be received by the City of Waterloo no later than 1:00 P.M. Central Time, on **Thursday, March 27, 2025.**

Submit Bid to: **CITY OF WATERLOO – CITY HALL**
ATTN: Kelley Felchle, City Clerk
715 Mulberry Street
Waterloo, IA 50703 / **319-291-4323**

All bids shall have prices clearly printed on the attached "FORM OF BID". All bids are to be submitted in a sealed envelope, clearly marked as follows: "BID PROPOSAL FOR JANITORIAL SERVICES – WATERLOO REGIONAL AIRPORT – AIRLINE PASSENGER TERMINAL BUILDING."

The name of the business submitting the bid must also be clearly marked on envelope. All bids must be hand-delivered or mailed to the above address, and it is the sole responsibility of the bidder to ensure that the bid is received by the City at the above location and time. Any bid submitted after the specified date and time shall be rejected.

NO FAXED OR EMAILED BIDS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES

5. **Bid Opening:** **Thursday, March 27, 2025**
City Hall, Harold E. Getty Council Chambers (2nd Floor) at **1:00**
P.M. LOCAL TIME
715 Mulberry Street, Waterloo, IA 50703

6. **Contract to Commence:**
Janitorial contract shall commence on Tuesday, July 1, 2025, after execution of the contract.

The successful bidder shall submit one (1) original signed contract to be reviewed and approved by the Waterloo City Council and signed by the Mayor and City Clerk.

The City's proposed form of contract is attached as Exhibit "A" to this RFP. If bidder has an alternate form of contract it proposes to enter into with the City, it must be included with the bid, but the City is not obligated to accept the form of contract that bidder proposes.

In conformity with Iowa Code § 8A.311(12), the bidder shall give preference to purchasing Iowa products and purchasing from Iowa-based businesses.

7. **Bid Rejection / Acceptance:**

The Airport/City reserves the right to reject any and all bids, to waive informalities or irregularities in bidding if such waiver does not substantially change the offer or provide a competitive advantage to any bidder. The Airport reserves the right to defer acceptance of any bid for a period not to exceed sixty (60) calendar days from the date of the deadline for receiving bids.

Award of contract shall be made to the most responsible and responsive bid from a bidder whose proposal offers the greatest value to the Airport with regard to the criteria detailed and the specifications set forth herein. Reference checks will be made.

Financial terms will not be the sole determining factor in the award. The Airport will evaluate proposals considering all factors it considers relevant, including but not limited to price, prior dealings, reputation, knowledge, skills, and other information provided by the bidder in response to this RFP.

The Airport may select a bidder based on an "all or none" proposal, on individual responses, or as is otherwise deemed to be in the best interest of the Airport.

A bidder's submission of a bid constitutes its acceptance of the Airport/City's evaluation technique described in this section and its recognition and acceptance that subjective judgments will be used by the evaluators during the review and evaluation process.

In addition, the bidder shall be required to provide a minimum of five (5) references from current service contracts that will be contacted as an additional determining factor of the to-be-issued, Notice of Award and Contract (See Exhibit A).

Any contract award(s) made by the Airport/City of Waterloo is subject to prior approval by the Waterloo Regional Airport Board with final and formal approval by the City Council of the City of Waterloo, Iowa.

8. Bid Withdrawal:

All bid prices, upon submission by bidder, are recognized by the City and bidder to be irrevocable for a minimum of thirty (30) calendar days after the scheduled opening of bids, except with the consent of the City.

9. Taxes and Late Fees:

The Airport/City is a government agency and does NOT pay taxes or late fees.

10. Terms of Payment:

The Contractor shall submit a monthly invoice request for payment. The Airport/City shall endeavor to make payment in a reasonable time frame and manner.

11. Termination of Services:

Either party may terminate the contract with a Ninety (90) days' advance written notice to the other party, or as otherwise provided in the contract.

12. Interpretation of the Contract Documents:

Bidders are hereby given notice to check carefully the accuracy and arithmetic of their bids before submission of said bid.

Plea of errors in bid may nevertheless result in acceptance or rejection of that bid and award to the next lowest responsible bidder as determined by the City pursuant to Section 7 above.

The bidder shall verify all sizes, locations and existing conditions prior to bidding. If any discrepancy is noted by the bidder, the Project Manager shall be notified immediately.

In the event that any questions arise after the letting of the contract respecting the true meaning of the specifications, the matter shall be referred to the Project Manager, whose decision shall be final as to all parties to the contract. No advantage shall be taken of any manifest clerical errors or omissions or questions the bidder may have which could affect the bid before submitting the bid.

13. Insurance and Legal Requirements:

13.1. The Contractor shall maintain adequate liability insurance in form(s) sufficient to protect the City of Waterloo, its agencies, its employees, its clients and the general public against loss, damage and/or expense related to performance under the contract and in amounts specified in Section 13.4.

All insurance shall be on an occurrence basis, shall be primary and non-contributory, and shall include a waiver of subrogation.

13.2. The Contractor shall provide a Certificate of Liability insurance naming City of Waterloo as additional insured on policies of general liability and workers compensation and said insurance certificate must be provided to the City of Waterloo before or upon award and signing of contract and a renewal certificate each year before expiration.

13.3. In the event insurance coverage is canceled or non-renewed, the City of Waterloo must be notified immediately. If at any time during the contract period the Contractor fails to maintain the minimum insurance coverage, the contract may be canceled at the City's option.

13.4. Minimum insurance requirements must meet the policy of the City of Waterloo and State of Iowa code:

Comprehensive General Liability	\$2,000,000
Workers Compensation	State Statutory

13.5. Hold Harmless: The Contractor shall defend, indemnify and hold harmless the City of Waterloo, its officers, employees, agents, and/or representatives from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of the contract, to the extent arising from the negligent intentional acts or omissions of the Contractor, its officers, agents or employees.

14. General Requirements:

14.1. The major cleaning shall be done during normal business hours (**Ex: 6:00 a.m. to 2:00 p.m.**), or an agreed upon schedule between the Airport and Contractor; pending the schedule for airline departures each day of the seven-day work week; and pending the total number of work hours agreed to.

The Contractor's personnel must be present (on-site) at all times during the work shift while the cleaning service is being performed.

All of the Contractor's personnel must be identifiable by means of not less than a name badge with the Contractor's identification and the employee name. Alternatively, a SIDA badge, issued by the Airport, may be required to be worn when the employee is on-site.

14.2. The Contractor's personnel must agree to follow the security regulations of the Airport. Additionally, all Contractor's personnel will be required to comply with Transportation Security Administration Requirement, CFR 1542, via a 10-Year Criminal Records History Check (CHRC) and shall agree to have their personnel assigned to the Waterloo Regional Airport fingerprinted, with said fingerprints being submitted to the Transportation Security Clearinghouse (TSC).

TSC approval shall be obtained by the Office of Personnel Management (OPM) via the Federal Bureau of Investigation (FBI) with results required to be deemed satisfactory to continue employment for the performance of janitorial services at the Waterloo Regional Airport.

Airport shall provide a copy of the fingerprint results to the Contractor. Contractor shall reimburse the Airport for the cost of said fingerprinting services.

14.3. The Contractor's personnel shall sign a "Confidentiality Agreement" which essentially states that any information the cleaning staff may inadvertently read or hear in the process of performing their duties shall remain STRICTLY CONFIDENTIAL.

Unauthorized use or disclosure of confidential information, including but not limited to protected health information, will result in disciplinary action up to and including recommendation for termination and possibly imposition of fines pursuant to applicable local, state and federal laws.

14.4. The Contractor shall supply at its own cost all paper towels, toilet tissue, hand soap, can liners, cleaning supplies (consumables) and all equipment needed to properly maintain the building's cleanliness.

14.5. The Airport shall provide adequate storage room(s) Examples: Janitorial closets on both first and second floors, mop sinks, storage areas for the Contractor's use at no cost. If additional storage space is needed, Contractor shall contact the Project Manager (Airport Director).

14.6. The Contractor shall inform the Airport Director, or his/her designee, if it observes various maintenance-related problems such as burned-out lights, plugged drains, water leaks, etc.

14.7. The Contractor shall perform the following janitorial assignments at the prescribed frequency and building locations as listed below.

Assignments include sweeping and mopping of tile floors, vacuuming of carpeted floors, cleaning of tables and chairs, emptying of trash, cleaning of office area countertops/ticket countertops/gate countertops and others.

Restrooms/lobby areas and both office and general areas on both floors of the airline passenger terminal building shall include the cleaning and/or scrubbing of toilets, urinals, sinks, mirrors, countertops, floors and disinfecting touch point surfaces.

Daily or as-needed restroom maintenance shall also include replacement of consumables such as: toilet paper, paper towels, hand cleaning disinfecting/anti-bacterial soaps, trash can liners, etc.

AIRLINE PASSENGER TERMINAL BUILDING – FIRST FLOOR

Location of Work	Service Task	Daily/Or As Needed	Weekly/And As Needed	Monthly/Or As Needed	Quarterly	Annually	Other Frequency
Stairwell	Vacuum Carpet		X				
Elevator	Vacuum Carpet & Wipe Down Interior & Exterior			X			
Stairwell Handrails	Wipe Down with Approved Cleaner / Disinfectant	X Daily					
Hallway Corridor	Vacuum Carpet	X Daily					
SW Entrance Vestibule	Sweep and Mop Area		Weekly x 2				
Area Behind Airline Ticket Counters	Vacuum Carpet, Wipe Down Ticket Counters, Door Handles, Wipe Down Bag Wells	Vacuum Carpet Daily	Other Areas as Listed - Weekly				
Hallway Corridor & Ticket Counter Area Ceiling Lights	Light Lenses and Dusting of Door Frames			X Monthly Dusting	X Wipe Down of Light Lenses		
Lobby & Baggage Claim Area Light Fixtures	Light Lenses and Dusting of Door Frames			X Monthly Dusting	X Wipe Down of Light Lenses		
Baggage Claim Area Advertising Cases	Dusting of Advertising Frames			Monthly Dusting Clean Glass on John Deere Display Case			
Conference Room No: 1 (Ticket Counter)	Vacuum Carpet and Wipe Down Conference Table			X			
Conference Room No: 2 (Bag Claim Area)	Vacuum Carpet and Wipe Down Conference Table			X			
Men's Restroom	Sweep, Mop, Clean and Restock Restroom	X	Check & Tighten Toilet Seats As Needed				Check again before leaving worksite
Women's Restroom	Sweep, Mop, Clean and Restock Restroom	X	Check & Tighten Toilet Seats As Needed				Check again before leaving worksite
Family Restroom	Sweep, Mop, Clean and Restock Restroom	X	Check & Tighten Toilet Seats As Needed				Check again before leaving worksite
Check Point Area Unisex Restroom 1	Sweep, Mop, Clean and Restock Restroom	X	Check & Tighten Toilet Seats As Needed		Scrubbing of Tile Floor & Grout (Semi-Annually)		Check again before leaving worksite
Check Point Area Unisex Restroom 2	Sweep, Mop, Clean and Restock Restroom	X	Check & Tighten Toilet Seats As Needed		Scrubbing of Tile Floor & Grout (Semi-Annually)		Check again before leaving worksite
Rental Car Office 1	Vacuum, Remove Trash, Wipe Down Rental Car Counter Top						Weekly x 3
Rental Car Office 2	Vacuum, Remove Trash, Wipe Down Rental Car Counter Top		X				Weekly x 3
Classroom Space	Vacuum and Wipe Down Tables & Chairs		X				
Information Center Desk	Vacuum Area Carpet → Wipe Down Desk Top →						M-W-F M-W-F
Walk Curbside Full Length	Remove Common Trash, Cigarette Butts, Etc.	X					Check again before leaving worksite
Crosswalks & Turf Island Areas	Remove Common Trash, Cigarette Butts, Etc.	X					Check again before leaving worksite

Location of Work	Service Task	Daily or As Needed	Weekly and As Needed	Monthly or Bi Monthly	Semi-Annually or Quarterly	Annually	Other Frequency
TSA Break Room Area	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down/ Disinfection	(As Needed) Unplugging of Sink Drain					Weekly x 3
FAA Tech Ops Office (Corridor)	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down/ Disinfection		X				
ATO No: 2 FAA Tech Ops Office	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down/ Disinfection		X				
ATO No: 3 TSA Office	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down/ Disinfection		X				
Terminal Lobby, Main Entrance, Airline Ticket Counters, Check Point Entrance and Baggage Claim Area	Vacuum, Remove Trash, Door Handles, Dust, Interior Windows, Water fountains, General Wipe Down & Disinfection of Flat Surfaces						Weekly x 3
Main Entrance Vestibule	Vacuum Entrance			Monthly Cleaning of Windows / Doors			Weekly x 3
Rental Car & Baggage Claim Entrance Vestibule	Floor Cleaning Glass Cleaning		Sweep & Mop Tile, Vacuum Entrance Mat, Clean Windows				
Secured Gate Area	Vacuum, Remove Trash, Door Handles, Dust, Interior Windows, General Wipe Down & Disinfection of Flat Surfaces and Pax Seating				Interior Cleaning of All Window Glass (Semi-Annually)		Weekly x 3, and as needed
Passenger Boarding Bridge	Vacuum Carpet			Monthly Dusting of Sidewalls			Weekly x 3
Gate 1 Vestibule	Sweep and Mop Vinyl Tile Vac Walk-Off Mat		X		Semi-Annual Cleaning of Windows		
Gate 2 Vestibule	Sweep and Mop Vinyl Tile			X	Semi-Annual Cleaning of Windows		
Secured Area of Gates 1 & 2	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down/ Disinfection				Semi-Annual Cleaning of Windows		Weekly x 2
Airline Office Areas Ops. & Manager Offices	Remove Trash, Door Handles, Dust, General Wipe Down of Flat Surface Areas & Disinfection	Ops and BMU Unisex Restroom	X				
Rear Stairwell	Sweep Stairs and Landings x 3, Clean Handrails, with All Purpose Cleaner		X				
Check Point Entrance	Wipe Down Stainless Steel Tables w/ TSA-approved cleaner	X					

AIRLINE PASSENGER TERMINAL BUILDING – SECOND FLOOR

Location of Work	Service Task	Daily / Or As Needed	Weekly / Or As Needed	Monthly	Quarterly	Annually	Other Frequency
Stairwell	Vacuum Carpet		X				
Elevator	Vacuum Carpet & Wipe Down Interior & Exterior			X			
Handrails	Wipe Down with Approved Cleaner / Disinfectant		X				
Hallway Corridor	Vacuum Carpet	Vac Daily Spot Cleaning of Stains with Airport Machine			Semi-Annual Cleaning of Interior Windows		
Hallway Windows Next to Closet and Admin Offices	Cleaning of Windows				Semi-Annual Cleaning of Interior Windows		
Hallway Ceiling Light Lenses	Quarterly Wipe down of Light Lenses Dusting of Door Frame			X Monthly Dusting	Quarterly		
Conference Room – 2 nd Floor	Vacuum Carpet, Wipe Down Conference Table, Chairs and Countertop		X		Semi-Annual Cleaning of Interior Windows		
Men's Restroom	Sweep, Mop, Clean and Restock Restroom	X			Scrubbing of Tile Floor & Grout (Semi-Annual)		Check and tidy up before leaving worksite
Women's Restroom	Sweep, Mop, Clean and Restock Restroom	X			Scrubbing of Tile Floor & Grout (Semi-Annual)		Check and tidy up before leaving worksite
Airport Copy & File Room	Vacuum and Remove Trash		Sweep Floor and Empty Trash	Mop Floor	Clean Interior Windows		
Airport Office (Sheila)	Vacuum and Remove Trash	As Needed Spot Cleaning of Stains w/ Airport Machine	Vacuum	Monthly Dusting	Semi-Annual Cleaning of Hallway and Other Interior Windows		
Airport Office (Director)	Vacuum and Remove Trash	As Needed Spot Cleaning of Stains w/ Airport Machine	Vacuum	Monthly Dusting	Semi-Annual Cleaning of Hallway and Other Interior Windows		
Airport Badging Office	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down/Disinfection		X (Airport staff must be present to allow access)				
Airport Training Office (currently vacant)	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down / Disinfection		X		Semi-Annual Cleaning of Interior Windows		
FAA SSC Manager (Ron)	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Down / Disinfection		X		Semi-Annual Cleaning of Interior Windows		
FAA Admin Support (as needed-currently vacant)	Vacuum, Remove Trash, Door Handles, Dust, General Wipe Downs / Disinfection		X		Semi-Annual Cleaning of Interior Windows		
FAA Tech Ops Office	Vacuum, Remove Trash, Door Handles, Dust, Interior Windows, General Wipe Down / Disinfection		X		Semi-Annual Cleaning of Interior Windows		
Rear (West) Stairwell	Sweep Stairs and Landings (x 3), Clean Handrails, with All Purpose Cleaner		X				

*** Touchpoint Disinfecting:**

The Contractor shall use standard EPA-approved disinfectants and cleaners to sanitize critical items that may be touched by employees or the public.

This includes but is not limited to the following: Door Handles/Push Bars/Push Panels/Light Switches/Cabinet Handles/Restroom Fixtures (Faucet & Toilet Handles, Dispensers, Countertop Surfaces, Etc.), Elevator Call Buttons/Stairwell Handrails/Telephones/Equipment Push Buttons (Copiers, Etc.), Countertops/Tables/Soda Machine Selection Buttons. *

14.8. The Contractor shall provide a list of all cleaning supplies, paper goods, can liners, hand soap, disinfectants, etc., used by the Contractor in the performance of this contract to the Project Manager for approval prior to contract startup date. This list shall include product name and supplier name.

14.9. The Contractor shall provide a "Safety Data Sheet" (SDS) for every chemical to be used by the Contractor.

14.10. The Airport will provide the Contractor with keys/access cards to the facilities for which services are to be provided. It is the responsibility of the Contractor to see that keys/cards are NOT misplaced, lost, stolen or copied.

a) The use of keys/access cards by an employee of the Contractor at an unauthorized time or for an unauthorized reason may be reason for termination of the employee and/or contract.

b) In the event that a key/access card provided to the Contractor or its employee is lost, misplaced or stolen, the Contractor will be responsible for immediately notifying the Airport Director or his designated representative, and Contractor shall pay for replacement cost of card(s) and/or, if necessary, changing of locks.

14.11. It will be the responsibility of the Project Manager to determine what is deemed satisfactory performance of the Contractor, which will be based primarily on the continuous acceptable appearance of the facilities.

14.12. The Contractor's management personnel shall make regular and frequent inspections to assure that work is being performed in accordance with these specifications. The management personnel shall report to the Project Manager on a regular, agreed upon schedule.

14.13. The Contractor will be responsible for the repair or replacement of any damaged equipment or damages to the building that may occur while carrying out the prescribed duties. If damages cannot be repaired by the Contractor, it shall be reported to the Project Manager or his representative, and the cost of said repair shall be deducted from the monthly invoice.

14.14. The monthly charge includes the services as outlined. Any work not mentioned can be negotiated and performed after written approval.

These services shall be performed daily, or seven (7) days per week – including all Holidays, unless severe weather would prevent such scheduling.

14.15. The Contractor should direct any questions, concerns or complaints to the Airport Director, Steven Kjergaard, or his designated representative at 319-291-4483.

15. References:

The bidder must provide, along with the proposal, the names of five (5) or more references, preferably from institutions or businesses of comparable size in which Contractor currently provides janitorial services.

Bidder must list the following for each:

1. Name of Business;
2. Physical Address;
3. Phone Number;
4. Name and Title of Contact Person/s;
5. How Long Bidder has Provided Janitorial Services for this Business, Agency or Firm.

BID ALTERNATE No: 1

Window Cleaning

Bidder shall provide a cost to perform the following:

Semi-Annual cleaning of Exterior Windows in all areas located on both First and Second Floors, Office Areas, Meeting Rooms, Gate Areas, and Other Areas as may be determined during the walk-thru.

Semi-Annual Cleaning No: 1 (November \$ _____) No: 2 April \$ _____)

BID ALTERNATE No: 2

Carpet & Tile Cleaning

Bidder shall provide a cost to perform the following:

- A. Semi-Annual or Annual Carpet Cleaning – in all First and Second Floor carpeted areas as described in the Terminal Layout and Drawing, including all lobby, baggage claim, airline, TSA, FAA, rental car offices, conference rooms, and other areas as may be directed by Airport Staff.

Bidder shall state method of cleaning of the carpet squares located in the terminal building lobby (main floor) which was installed in 2021.

- B. Floor Tile Cleaning – All floor tile located in the first and second floor restroom areas, to include all restroom areas located in and outside of the Passenger Security Checkpoint.
- C. Tile Stripping and Waxing: All tile located in all areas of the passenger terminal office area currently using vinyl floor tile (Exs: Airline, TSA, FAA or other office areas).

CITY OF WATERLOO

FORM OF BID

The bidder, having fully read this Request for Proposals (RFP) for Janitorial Services, hereby acknowledges that this Bid Proposal completely reflects the total bid price for all services required by RFP, and for each year of the three (3) year term and any extension as may be agreed to.

It is the bidder's responsibility to determine the bid price based on the bidder's own evaluation of the space to be covered and work to be done.

Bid (monthly) for regular Custodial Services
at the Airline Passenger Terminal Facility: _____

Bid Alternate No: 1
(Window Washing – per occurrence): _____

Bid Alternate No: 2
(Carpet & Tile Cleaning – per occurrence): _____

(Company Representative Name)

(Title)

(Company Representative Signature)

(Date)

EXHIBIT “A”

FORM OF CONTRACT

**CONTRACT FOR JANITORIAL SERVICES
Waterloo Regional Airport – Airline Passenger Terminal Building**

This Contract for Janitorial Services (the “Contract”) is entered into as of _____, 2025 by and between the City of Waterloo, Iowa (“City”) and _____ (“Contractor”).

In consideration of the mutual promises exchanged herein, the parties agree as follows:

1. Services: For a period of three (3) years after the date of this Contract, beginning on or about July 1, 2025 and ending on June 30, 2028, and subject to extension upon the mutual written agreement of the parties, the Contractor agrees to furnish all supervision, personnel, labor, materials, paper products and chemicals, common custodial equipment and tools, and services to perform and substantially complete all work as described in the Contract Documents (defined below) at the City of Waterloo’s Regional Airport Airline Passenger Terminal Building.

Contractor shall provide the above services at the cost set forth in Contractor’s RFP response. Contractor’s invoice for services authorized under this Contract shall be submitted monthly and will be paid within thirty (30) days after receipt.

Such payment will be full compensation for all work performed, for all permits, licenses, inspections, for complying with all laws, rules, regulations and ordinances, including safety, and for furnishing all materials, equipment and labor to complete the work, in accordance with the Contract terms.

2. Contract Documents: The Contract Documents consist of the following:
 - a. This Contract
 - b. Request for Proposals (RFP)
 - c. Addenda, if any
 - d. Response (Proposal or Bid) from the Contractor
 - e. Contractor’s completed and signed Bid Form

These documents form the Contract Documents and are all fully incorporated as a part of this Contract as if attached to this Contract or set forth in full herein. In the event of any conflict or ambiguity among the Contract Documents, the document in the order set forth above that first addresses the issue or provision in question shall govern.

3. Communication: Contractor shall exercise best efforts to maintain communication with Airport Administration and/or Operations personnel whose involvement is necessary or advisable for successful and timely completion of the scope of work at the Airport. Communications between the parties shall be verbal or in writing, as requested by the parties, or as dictated by the subject matter to be addressed.

4. Personnel Changes: Upon written request from the City, Contractor will remove from service any employee assigned to Client's premises who has engaged in improper conduct, including but not limited to a failure to perform Contractor's duties hereunder, and shall furnish such additional and qualified personnel as may be necessary.
5. Property Damage: Contractor shall be responsible for all damage to public or private property. Contractor shall keep a report of all damage and shall promptly report same to Airport.

If public or private property is damaged by Contractor and is not repaired in a timely manner as determined by Airport, Airport has the option of having the damage repaired at the Contractor's expense, to be reimbursed to the Airport or withheld from future payments to Contractor hereunder.

6. Default; Termination for Cause: In the event that the Contractor defaults in the performance or observance of any covenant, agreement or obligation set forth in this Contract, and if such default remains uncured for a period of seven (7) days after notice thereof shall have been given by Airport to Contractor (or for a period of fourteen (14) days after such notice if such default is curable but requires acts to be done or conditions to be remedied which, by their nature, cannot be done or remedied within such 14-day period and thereafter Contractor fails to diligently and continuously prosecute the same to completion within such 14-day period), then Airport may declare that Contractor is in default hereunder and may take any one or more of the following steps, at its option:
 - a) by mandamus or other suit, action or proceeding at law or in equity, require Contractor to perform its obligations and covenants hereunder, or enjoin any acts or things which may be unlawful or in violation of the rights of the Airport hereunder, or obtain damages caused to the Airport by any such default;
 - b) charge Contractor a sum equal to the Airport's costs to remedy Contractor's non-compliance, including but not limited to actual costs incurred by Airport in paying a third-party contractor or the actual costs (salary and benefits) of time devoted by Airport personnel performing the work;
 - c) declare a default of this Contract and terminate this Contract by delivery to Contractor of written notice of termination; and/or
 - d) take whatever other action at law or in equity may be necessary or desirable to enforce the obligations and covenants of Contractor hereunder.

Airport shall notify Contractor in writing of any charges assessed under paragraph b) above, and Airport may recover such charges by deduction from Airport's payment to Contractor at any time after 30 days from delivery of notice. No delay in enforcing the provisions of this section as to any breach or violation shall impair, damage or waive the right of Airport to enforce the same or to obtain relief against or recover for the continuation or repetition of such breach or violation or any similar breach or violation thereof at any later time or times. In the event that Airport prevails against Contractor in a suit or other enforcement action hereunder, Contractor agrees to pay the reasonable attorneys' fees and expenses incurred by Airport.

7. Termination for Convenience. This Contract may be terminated at any time, in whole or in part, upon the mutual written agreement of the parties. Either party may also choose to terminate this Contract at any time by delivering to the other party a 120-days' advance written notice of intent to terminate.
8. Non-Assignable Duties. Contractor may not assign its duties hereunder without the prior written consent of Airport.

9. Independent Contractor. Contractor is an independent contractor and is not an employee, servant, agent, partner, or joint venture of Airport/City. Contractor has no power or authority to enter into contracts or agreements on behalf of Airport/City.

Airport shall determine the work to be done by Contractor, but Contractor shall determine the legal means by which it performs the work specified by Airport. Airport is not responsible for withholding, and shall not withhold, FICA or taxes of any kind from any payments which it owes Contractor.

Neither Contractor nor its employees shall be entitled to receive any benefits which employees of Airport/City are entitled to receive and shall not be entitled to workers' compensation, unemployment compensation, medical insurance, life insurance, pension, or any benefits of any type or nature whatsoever on account of their work for Airport. Contractor shall be solely responsible for compensating its employees.

10. Anti-Discrimination. During the performance of this Contract, Contractor, for itself, its assignees and successors in interest, agrees to comply with the anti-discrimination laws of the State of Iowa and ordinances of the City of Waterloo, which are herein incorporated by reference and made a part of this Contract.

11. Severability. In the event any provision of this Contract, together with the Contract Documents, is held invalid, illegal, or unenforceable, whether in whole or in part, the remaining provisions of this Contract shall not be affected thereby and shall continue in full force and effect.

If, for any reason, a court finds that any provision of this Contract is invalid, illegal, or unenforceable as written, but that by limiting such provision it would become valid, legal, and enforceable, then such provision shall be deemed to be written and shall be construed and enforced as so limited.

12. General Terms. This Contract, together with the Contract Documents, constitutes the entire agreement between the parties pertaining to the subject matter hereof. This Contract may not be modified or amended except pursuant to the mutual written agreement of the parties. This Contract is binding on the parties and the heirs, personal representatives, successors and assigns of each. Time is of the essence in the performance of the terms hereof.

IN WITNESS WHEREOF, the parties have executed this Contract for Janitorial Services as of the date first set forth above.

CITY OF WATERLOO, IOWA

CONTRACTOR

By: _____
Quentin Hart, Mayor

Name / Title

Attest: _____
Kelley Felchle, City Clerk

Corporate Secretary / Official

Date: _____

Date: _____

EXHIBIT "B"

**WATERLOO REGIONAL AIRPORT
Airline Passenger Terminal Building**

Floor Layout – First and Second Floors

