



REQUEST FOR PROPOSAL

RFP # 14-07

Cleaning Services for
Raymond James Stadium

RFP DUE DATE:	March 20, 2015 <i>at</i> 10:00 a.m.
MANDATORY PRE-PROPOSAL CONFERENCE:	March 6, 2015 <i>at</i> 9:00 a.m. TSA Board Room

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REQUEST FOR PROPOSAL

RFP #14-07

SPECIFICATION FOR: Cleaning Services for Raymond James Stadium

RFP DUE: Friday, March 20, 2015 at 10:00 a.m.

PLACE OF RFP DROP-OFF: Tampa Sports Authority Board Room

GENERAL TERMS AND SPECIAL PROVISIONS

1. **SCOPE OF SERVICES:** Selected Proposer will employ qualified individuals to provide cleaning services for Raymond James Stadium (hereinafter referred to as "Stadium") in strict accordance as outlined in the specifications. Proposer shall provide personnel to staff all Stadium events held at Authority's facility including parking lot events and to provide regular day-to-day custodial requirements in accordance with the specifications. Personnel provided shall include but not be limited to: On-Site Manager, Assistant Manager / Administrative Assistant, Event Manager, Supervisors, Sweeper porters, Restroom porters, Suite/Club matrons, Trash/Cardboard runners, Pressure washers and Floorman provided by Proposer.

Proposer shall recruit, train, supervise, direct, discipline, and if necessary, discharge personnel working on Proposer's behalf for Authority. Employees and service providers will adhere to Authority's practices and policies including grooming standards, drug abuse, smoking, eating, using offensive language, fighting, etc., along with Raymond James Stadium Security Policies and Procedures. Proposer shall cause all of its employees and service providers to behave in a friendly, respectable and courteous manner toward all guests, patrons, Authority staff, management and Licensee.

Thorough knowledge of the stadium and stadium policies will be the responsibility of the Proposer and all staff employed by the Proposer. Proposers' employees will abide by all policies that stadium event employees abide by unless mutually agreed upon by both parties.

2. **INSTRUCTIONS TO PROPOSERS:** Delivering the proposal to the Authority on or before the stated time and date will be the sole responsibility of the proposer. The Authority will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence.

The **PROPOSER** shall be responsible for reading and completely understanding the requirements and specifications of the item(s) being proposed. Proposal time will be and must be scrupulously observed. Under no circumstances will proposals delivered after the time specified be considered. Such proposals shall be returned to the vendor unopened with the notation **"Proposal was received after the time designated for the receipt and opening of proposals."**

3. **WITHDRAWAL OF PROPOSAL:** Proposers may request withdrawal of a posted sealed proposal prior to the scheduled opening time provided the withdrawal request is submitted to the Purchasing Department in writing.

4. **REJECTION OF PROPOSAL:** The Tampa Sports Authority reserves the right to reject any and all proposals received by reason of this request.

5. **ADDENDA AND INTERPRETATIONS:** If it becomes necessary to revise any part of this proposal package, a written addendum will be provided to all Proposers. The Authority is not bound by any oral representations, clarifications or changes made in the written specifications by Authority's employees, unless such clarification or change is provided to Proposers in written addendum form from the Purchasing Department.

No interpretation of the meaning of the specifications, or other contract documents will be made by the Proposer orally. Every request for such interpretation must be in writing, addressed to the appropriate Authority representative.

To be given consideration, such requests must be received at least five (5) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be sent by fax or email to all prospective Proposers at the addresses and/or numbers provided for such purposes, not later than three (3) days prior to the date fixed for the opening of proposals. Failure of Proposer to receive any such addendum or interpretation shall not relieve said Proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents.

6. **AUTHORITY RESERVATIONS AND RESPONSIVENESS OF PROPOSALS:** The Authority reserves the right to waive irregularities in any proposal and to accept or reject any or all proposals. The Authority also reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Authority's official file, without obligation to the Authority.

7. **RESPONSIVENESS OF PROPOSALS:** A responsive proposal is an offer to perform the scope of services called for in this Request for Proposal in accordance with all requirements of this Request for Proposal. Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A Proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, improper and/or undated signatures and Proposers who fail to meet all pre-requisites.

8. **MULTIPLE PROPOSALS:** Proposals may be rejected if more than one proposal is received from a Proposer. Such duplicate interest may cause the rejection of all proposals in which such Proposer has participated. Sub-consultants may appear in more than one proposal.

9. **DISQUALIFICATION OF PROPOSERS:** Proposers may be disqualified and rejection of proposals may be recommended to the Authority for any of (but not limited to) the following causes:

- A. Failure to use the proposal form furnished by the Authority
- B. Lack of a signature by an authorized representative on the proposal form
- C. Failure to properly complete proposal
- D. Omission of proposal guarantee
- E. Unauthorized alteration of RFP form. Authority reserves the right to waive any minor informality or irregularity

10. **TAXES:** All proposals submitted must show the net price after any and all discounts allowable have been deducted. State sales tax shall not be included as Authority is tax exempt. The Authority will sign Exemption Certificates submitted by the successful Proposer.

11. **COLLUSION CLAUSE:** Any evidence of agreement or collusion among proposers and prospective proposers acting to illegally restrain freedom of competition by agreement to submit a fixed price, or otherwise, will render the proposals of such Proposers void.

Advance disclosures of any information to any particular Proposer which gives that particular Proposer any advantage over any other interested Proposer, in advance of the opening of proposals, whether in response to advertising or an informed request for proposal, made or permitted by a member of the governing body of an employee or representative thereof, will operate to void all proposals of that particular request for proposals.

12. **EEOC/WMBE PROGRAM:** Proposers are hereby notified that the Authority is an equal employment opportunity employer and encourages the firms and contractors with whom it does business to likewise follow these principles. It is the policy of the Authority to encourage women and minority business enterprises (“WMBEs”), as defined in the Authority’s WMBE Program, to participate in the performance of contracts to the same degree as WMBEs are available to contract in the relevant market.

13. **ASSIGNMENT OF CONTRACTUAL RIGHTS:** It is agreed that the successful Proposer will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in same, or any part thereof, without previous written consent of the Authority and any sureties.

14. **DEFAULT OF CONTRACT:** In case of default by Proposer, the Authority may procure the items or services from other sources and hold the Proposer responsible for any excess costs occasioned or incurred thereby.

15. **QUALIFICATION OF PROPOSERS:** The Authority will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

16. **QUALIFICATIONS OF KEY PERSONNEL:** Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the specifications. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise accepted by the Authority. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

17. **AUTHORIZED/LICENSED TO CONDUCT BUSINESS IN THE STATE OF FLORIDA:** Foreign corporations and foreign limited partnerships must be authorized to do business in the State of Florida and must contact the Florida Secretary of State to obtain authorization by the proposal due date.

**Florida Secretary of State
Tallahassee, FL 32399-0797
850- 487-6091**

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

**Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
850- 487-9501**

18. **REVIEW OF FACILITIES AND QUALIFICATIONS:** After the proposal due date and prior to contract execution, the Authority reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements. Should the Authority determine that the proposal has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Authority has the right to reject the proposal.

19. **DAMAGE:** In the event any material, equipment, or other property located in or about the Stadium, whether owned by the Authority or by others, is lost, damaged or destroyed, Proposer shall, at its own expense, promptly repair or replace it to the complete satisfaction of the Authority.

20. **LICENSES AND PERMITS:** In the performance of these services, Proposer will fully comply with all the laws and regulations of all State, Federal, County, City and of other governmental authorities and agencies as required by reason of these services or duties to be performed hereunder. Proposer will hold Authority harmless from any liability which may be imposed upon Authority by reason of any alleged violation of the law by Proposer, or for failure to pay taxes or secure necessary licenses or permits.

21. **COSTS INCURRED IN RESPONDING:** This Request for Proposal does not commit the Authority or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

22. **DRUG-FREE WORKPLACE PROGRAMS:** Whenever two or more proposals, which are equal with respect to price, quality and service are received for the procurement of commodities or services, a proposal received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes, shall be given preference in the award process. Attach a Drug-Free Workplace Certification Form in the Technical Proposal (if applicable).

23. **EMPLOYEE CONFLICT:** The Tampa Sports Authority will not contract with persons, firms or corporations where an Authority officer or employee's spouse or child is an officer, partner, director or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

24. **CONVICTED VENDOR LIST:**

A. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

B. A public entity may not accept any bid, proposal, or reply from, award any contract to, or transact any business in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO with any person or affiliate on the convicted vendor list for a period of 36 months following the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to paragraph (3)(f). A public entity that was transacting business with a person at the time of the commission of a public entity crime resulting in that person being placed on the convicted vendor list may not accept any bid, proposal, or reply from, award any contract to, or transact any business with any other person who is under the same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

25. **ATTACHMENT TO RFP SUBMITTAL – CONFIDENTIAL MATERIAL:** The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled “Attachment to Request for Proposals, RFP # 14-07 – Confidential Material.” The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

26. **COPYRIGHTED MATERIAL:** Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Authority to make paper and electronic copies necessary for the use of Authority staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

27. **PROPOSAL SUBMISSION:**

A. **General:** Proposals will be received until 10:00 a.m. (local time) on March 20, 2015. Proposals received after that time and date will not be considered. By submitting a proposal, the Proposer represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided. All proposals and associated forms shall be signed and dated in ink by a duly authorized officer of the Proposer. Each Proposer shall fully acquaint itself with the conditions relating to the performance of the services under the conditions of this Request for Proposal. This may require an on-site observation.

B. **Mail or Deliver Proposals to: (DO NOT FAX)**
Tampa Sports Authority, c/o Purchasing Department
4201 N. Dale Mabry
Tampa, FL 33607

28. **PROPOSAL OPENING:** All proposal openings are open to the public. All proposal packages will be opened by the Authority’s Purchasing Department on March 20, 2015 at 10:00 a.m. local time.

29. **PROPOSAL FORMAT INSTRUCTIONS:**

A. **General Information:** This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain all the information as listed.

THE SEALED PACKAGE SHOULD BE MAILED IN ONE ENVELOPE OR BOX.

B. **Proposal:** The Proposer must submit one (1) original and seven (7) copies of the proposal. The proposal must be divided into sections and subsections (to include consecutively numbered pages) and shall address the items listed below in detail. The proposal must be submitted in a sealed package.

1. **SCHEDULE I – MANAGEMENT PLAN**

a. **Organization and Management**

- 1) Organizational Chart showing responsibilities of the positions listed.
- 2) Narrative description of Proposer’s method of operation, operational structure and the services to be provided
- 3) Corporate staffing plan including non-billable support staff that will be utilized in event preparation, event operation, training, recruitment, and post-event reconciliation.
- 4) Narrative description of staffing and location of offices (corporate, branch, local and stadium)

b. **Proposer's Business History/Experience**

- 1) Provide a description of your company, including brief history and length of time the company has been in the Cleaning Services business.
- 2) Provide experience with comparable contracts currently being performed with a brief description of services provided. Provide 5 customer references, including contract duration and customer point of contact (name and telephone number).
- 3) Provide information on similar accounts lost in the last 5 years. Provide reason for loss, point of contact information including name and phone number.
- 4) Information on any lawsuits filed against the company in the last five (5) years.
- 5) References from major facilities of similar size and scope

c. **On-Site Manager, Assistant Manager/Administrative Assistant, Event Manger Experience**

- 1) Resume

- 2) Role and responsibilities
 - 3) Work Schedule
 - 4) Qualifications
- d. **Approach to Hiring Qualified and Experienced Staff**
- 1) Provide recruitment methods, practices, and procedures that are performed on a corporate level and the local level on the following:
 - a. Full time staff
 - b. Part time staff
 - c. Non-Profit organizations
 - d. Temporary labor agencies
 - 2) Hiring practices outlined (interviews, background screening, termination practices, performance evaluations and disciplinary practices)
 - 3) Method for maintaining employee records
 - 4) Employee retention/incentive practices outlined/Mandatory participation in TSA's Difference Makers program (\$750) and (1) Partnering luncheon per year (\$600).
 - 5) Method to ensure Authority's deployment requests are fulfilled
- e. **Management Programs**
- 1) Detailed description of training sessions for day-to-day staff, post-clean staff, and event labor staff, including but not limited to, initial orientations, site orientations, yearly review training and events-specific training. Each description should include length of training sessions, location of training and other additional materials utilized for training (training manuals, video presentations and other reference materials).
 - 2) Describe your corporate safety program, including safety training, results of the program, frequency of training, and program documentation.

- 3) List of training facilitator(s) for sessions listed above including qualifications of each facilitator(s) from a corporate level and a local level.
- 4) Describe your minority business enterprise (MBE) and women and minority business enterprise (WMBE) programs and policies as they relate to your overall corporate principles and how they will relate to this project.
- 5) Describe in detail your employment background check used to determine that employees are of good character.

f. **Transition Plan**

- 1) Describe your approach for accomplishing the orderly assumption of Cleaning Service responsibilities at Raymond James Stadium. Describe in detail how you will interface with Authority Management and the current service provider during the transition.
- 2) Provide an organizational chart for your Transition Team and their roles and responsibilities.
- 3) Assuming an award date of April 27, 2015 and a start date of June 15, 2015 provide a transition timeline of activities.

2. **SCHEDULE II – TECHNICAL PLAN**

The Technical Plan must at a minimum, address the following.

a. **Job Descriptions for Day-to-day Staffing**

- 1) On-Site Manager
- 2) Assistant Manager / Administrative Assistant
- 3) Event Manager
- 4) Suite/Club Matrons
- 5) Main/Upper Concourse Porter
- 6) Floor Man
- 7) Service Level/Gate and Grounds Porter
- 8) Pressure Washer

b. **Job Descriptions for Event Staffing**

- 1) On-Site Manager
- 2) Assistant Manager / Administrative Assistant

- 3) Event Manager
- 4) Supervisors
- 5) Sweeper Porters
- 6) Restroom Attendants
- 7) Suite/Club Matrons
- 8) Trash/Cardboard Runner
- 9) Command Center Supervisor

c. **Event Employee Handbook (One copy with Original Proposal)**

- 1) Sample of Proposer's Employee Handbook

d. **Sample Staffing Plan**

- 1) Sample staffing plan for cleaning services for a similar venue (include day-to-day and event staffing)
- 2) Staffing plans and explanation of how post-cleaning after a major event can be completed within 48 hours
- 3) Staffing plan for cleaning of back-to-back events (i.e., USF Bulls vs. Bucs)
- 4) Day to day employees

e. **Availability of Staff/Equipment**

- 1) Address the availability of staff and equipment necessary to perform the work under this contract

3. **SCHEDULE III – PRICE PROPOSAL**

- a. The Cost Proposal(s) information shall be submitted on the forms provided in the Request for Proposal.

30. **PROPOSAL EVALUATION:**

A. **Evaluation and Selection Process:**

1. A selection committee hereinafter referred to as the "Committee" will be established to review and evaluate each proposal submitted in response to this Request for Proposal (RFP). The Committee will be comprised of at least three (3) persons with background, experience, and/or professional credentials in relative service areas. The Purchasing Department will distribute to each member of the committee a copy of each technical proposal. During the evaluation process, the Purchasing Department will conduct examinations of proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

2. The selection committee will short-list up to five (5) proposers deemed most responsive to the RFP based on the following criteria.

Oral presentations will be scheduled for the short-listed Proposers. The person each Proposer intends to designate as its On-Site Manager at Raymond James Stadium shall be present at the oral presentation to be interviewed by the selection committee.

3. Following the oral presentation, the selection committee will rank up to five (5) proposers in order of preference to submit to the Authority's Finance Committee. The Finance Committee will review the selection committee's ranking and will make a recommendation to the Authority's Board for approval.

31. **AWARD OF THE CONTRACT:** The final determination will not focus solely on the pricing or on the weight of any specific criteria. Rather, upon determining those entities that meet the minimum qualifications, the Authority will look at each qualifying company's credentials and pricing structure as a whole in determining the best possible provider for the services required.

32. **EXPECTED TIME LINES:**

March 6	Mandatory Pre-Proposal Conference and site tour at 9:00 a.m. - Tampa Sports Authority Board Room
March 13	Deadline for submitting questions.
March 20	Deadline for submitting RFPs - 10:00 a.m.
March 23 thru March 30	Committee review of RFP's submitted
March 31	Short listing and scheduling of interviews with up to 5 top proposers at 1:00 p.m.
April 8 – 9	Interviews to be conducted of top proposers
April 14	Ranking of top proposers 1:00 p.m.
April 21	Finance Committee review and recommendation
April 27	Authority Board review and approval

33. **PAPER ACCOMPANYING PROPOSAL:** The Proposer submitting its proposal understands the contract is one entire individual contract for the performance of all the services required there under, and is not separable.

The Proposer's full and complete payment for such service is the price for Cleaning Services for Raymond James Stadium. The following pages must accompany each proposal:

A. **If the Proposer is a corporation:**

A copy of its Certification of Incorporation with a written declaration signed by the secretary of the corporation, with the corporation seal affixed thereto, attesting that the copy furnished is a true copy of the Certificate of Incorporation as of the date of the opening of the proposals. In addition, each corporate proposer shall furnish a certificate of good standing from the Florida Secretary of State dated no earlier than 30 days prior to submission of the proposal establishing that the proposer is in good standing under Florida law. Information downloaded from the Florida Secretary of State's web page may be used to satisfy this requirement.

B. **If the Proposer is not incorporated under the laws of the State of Florida**

He/she must provide an affidavit evidencing the Proposer's legal qualifications to do business in the State of Florida.

C. **If the Proposer is a partnership**

A statement of his/her residence may be on the page following the proposal.

D. **If the Proposer is an individual**

A statement of his/her residence may be on the page following the proposal.

E. **Evidence of Financial Ability to Perform**

See Paragraph 39 B.

34. **WAGE ADJUSTMENT:** Rate changes for this contract will be determined by the annually published Florida Minimum Wage rate adjustment published January 1st of each year by the Florida Agency for Work Force Innovation (AWI). The AWI labor rate change published annually on January 1st of each calendar year represents the U.S. Bureau of Labor's Consumer Price Index (CPI) for urban wage earners and clerical workers in the South Region measured for the 12 month period preceding September 1st each calendar year. The resulting percentage change will be applied annually on January 1st of each calendar year the contract remains in force.

NOTE:

- a. The rate adjustment does not apply to the On-Site Manager, Assistant Manager / Administrative Assistant, Event Manager, Assigned day staff employees, Supervisors, carpet cleaning, and furniture movement that is charged by the piece.

35. **CONTRACT PERIOD:** The term of this contract shall be a three-year period beginning June 15, 2015 through June 14, 2018. At the sole option of the Authority, this contract may be renewed for one additional three-year period, at the same terms and conditions. The second three year period would commence on June 15, 2018 through June 14, 2021.

36. **NOTICES:** All notices under this Agreement shall be sent certified mail to the following addresses, unless either party changes its address by written notice to the other:

AUTHORITY: Tampa Sports Authority
Purchasing Department
4201 North Dale Mabry Highway
Tampa, FL 33607

PROPOSER: Company Name
Attn:
Address
City, State & Zip

37. **EMPLOYEE REQUIREMENTS:** Proposer will screen all employees and require satisfactory personal references, government-issued identification, and other appropriate measures to determine that employees are of good character.

38. **PROPOSER'S PREREQUISITES:** Companies interested in submitting a proposal should meet the following:

- A. **Major Stadium Experience:** Company, principles or management level staff must be able to demonstrate they have provided cleaning services for a major stadium or public assembly facility of similar size and scope as Raymond James

Stadium.

B. Financial Requirements: Each Proposer must provide one of the following to establish its financial ability to provide the services set forth herein.

1. A balance sheet audited or reviewed by a certified public accountant establishing a net worth as of a recent date of not less than \$500,000 and cash or cash equivalents of no less than \$100,000; or
2. An unconditional guaranty of Proposer's performance under the Agreement contemplated herein issued by an affiliate of the Proposer, together with a balance sheet meeting the requirements of 1 above. In the event the guarantor is a foreign corporation, the Authority must be provided with a consent to service of process in Hillsborough County, Florida and evidence reasonably acceptable to the Authority that the guarantor has sufficient assets in the United States to support its guaranty or the guarantor must agree to provide and maintain a letter of credit in the amount of \$500,000 to support the guaranty issued by a financial institution reasonably acceptable to the Authority; or
3. A commitment to provide and maintain a performance bond issued by a surety reasonably acceptable to the Authority guaranteeing the Proposer's performance under the agreement contemplated herein.

Notwithstanding the foregoing, the Authority reserves the right in its sole discretion to consider other evidence of a Proposer's financial ability to perform its obligations under the agreement contemplated herein.

C. Communications (System provided by Proposer):

1. Authority approved radios and base station
 - a. Proposer will provide approximately 9 radios for day-to-day staff (everyone except pressure washers).
 - b. Proposer will provide approximately 22 radios to supervisors for event staffing. Note: total of 31 radios to be on-site.
2. The Proposer will supply all necessary office equipment (i.e., a compatible computer, approved by Authority, printer, copier, fax machine(s) etc.).
3. The Proposer will be responsible for all telephone service charges incurred during contract period.
4. The Proposer will supply all event-related materials, including, but not limited to, lanyards, printed materials such as stadium maps, etc.

D. **Uniforms:** Uniforms shall be provided by the Proposer at the Proposer's sole cost. The Authority requires that all Proposers shall comply with the Authority's dress code. Proposer is responsible for cleaning/maintenance of uniforms. Proposer shall insure that all personnel wear the approved shirt, shoes and trousers at all times while performing duties on the Authority's premises. The uniform must be neat and clean in order to present the best possible image while on duty. The Tampa Sports Authority reserves the right to determine if uniforms meet the TSA code.

1. **Minimum Uniform Requirement for Suite Porter:** Uniforms consisting of:
 - Black trousers - all-season weight
 - Chef-style jacket must have the Proposer's name over pocket on right chest area and the stadium logo on the left chest area.
 - Black belt
 - Socks - black
 - Shoes - solid black
 - Badge (to be worn over the left breast pocket)

2. **Minimum Uniform Requirement for Club Porter:** Uniforms consisting of:
 - Trousers - black all-season weight
 - Chef-style jacket must have the Proposer's name over pocket on right chest area and the stadium logo on the left chest area.
 - Socks - black
 - Shoes - solid black
 - Belt - solid black

3. **Minimum Uniform Requirements for Event Staff:** Uniforms consisting of:
 - Trousers - black all-season weight
 - 5.5-ounce pique knit golf shirt with 3 buttons, soft collar and ribbed cuffs. Shirts must have the Proposer's name on one sleeve, the stadium logo on the left chest area.
 - Socks - black
 - Shoes - solid black
 - Belt - solid black
 - Inclement weather clothing to include clear raincoat and cold weather clothing to include a jacket with Proposer's name on front right chest and stadium logo on left chest area. All club event staffing in climate weather clothing must be identical in style and color.

4. **Minimum Uniform Requirements for Post-Clean Event Staff:**
Uniforms consisting of:
- Shirts for supervisors (to be approved by Authority)
 - All post-clean staff will wear wristbands issued by 24-Hour Security.

- E. **I. D. Badges:** The Proposer is responsible for providing each employee with an I.D. badge. The Authority's badge maker will produce this I.D. badge and all supplies utilized in producing the I.D. badges will be billed back to the Proposer. Cleaning personnel must wear an I.D. badge at all times while on duty at Raymond James Stadium. The charge for badges made by the Authority will be \$5.00 for full time employees and \$2.00 for event staff.

The Authority must approve all uniform colors and styles. Proposer will be required to submit samples or photographs with their proposals.

F. **Event Day Training**

1. Thirty (30) minutes before each major event (determined by Authority) the following training will take place in a location to be determined by Authority. This training time will be billable to Authority. Items to be covered include:
 - a. 15 minutes of event review with stadium personnel
 - b. 10 minutes of policy review with cleaning supervisors
 - c. 5 minutes of pre-clean final touch-up
2. Fifteen (15) minutes before each minor event (determined by Authority) the following training will take place in a location to be determined by Authority. This training time will be billable to Authority. Items to be covered include:
 - a. 5 minutes of event review with stadium personnel
 - b. 5 minutes of policy review with cleaning supervisors
 - c. 5 minutes of pre-clean final touch-up

- G. **Damages:** The Proposer is financially responsible for the misuse of cleaning products or equipment that damage any property or equipment.

39. **PROPOSER'S RESPONSIBILITY:** Before submitting proposals, Proposers shall carefully examine the site of the proposed work and the various means of approach and access; make all necessary investigations to inform themselves as to all difficulties involved in the completion of all work under this Agreement in accordance with its requirements.

It will be assumed that the Proposer has made necessary review and investigation to determine conditions that may be encountered in performing the services as required by these specifications, and be considered as evidence of compliance with the above. The Authority will in no case be responsible for any loss or unanticipated cost to the Proposer that may result from the Proposer's failure to do so.

40. **PRE-PROPOSAL CONFERENCE:** The Tampa Sports Authority will hold a **MANDATORY** pre-proposal conference and site inspection on March 6, 2015 at 9:00 a.m. in the Tampa Sports Authority Board Room for all interested parties. The conference and inspection will conclude with an open question and answer period.

41. **FACILITIES TO BE SERVICED:** Raymond James Stadium located at 4201 North Dale Mabry Highway, Tampa, Florida 33607.

- A. Tampa Sports Authority offices, (including all event-related rooms, i.e., police, security, jail cells, ticket taker room, money room and counting room)
- B. Club lobbies/buffets and club lounges (including West Club Owner's/Media elevators, escalators, hallways, all club restrooms and storage rooms)
- C. Luxury suites, elevators, lobbies, terraces and adjoining hallways
- D. All press level booths, press elevator and surrounding hallways
- E. Two (2) team locker rooms and adjacent interview rooms
- F. Two (2) officials' locker rooms
- G. Three (3) printing/dark rooms
- H. National and local broadcast and storage rooms
- I. Cheerleader's locker rooms/Green Room
- J. Dining/post game media room
- K. Ticket office
- L. All first aid rooms (service, main and upper levels), disabled elevators and landings
- M. P.R. rooms (service and press levels)
- N. Scoreboard Control Room.

- O. North and South Scoreboard Camera Landings.
- P. High 50 (Crow's Nest)
- Q. Under retractable seating and grandstands.
- R. All service level restrooms
- S. All janitor and trash chute closets.
- T. Ramp Escalator landings and side rails.
- U. All service level hallways, freight elevators, and interior dock spaces and corridors
- V. Stadium seating bowl (approximately 65,000 seats)
- W. Seating bowl drain baskets.
- X. Field wall Pads.
- Y. Stadium concourses, walkways, ramps and stairways
- Z. Concourse restrooms (18 on a main concourse, along with four companion restrooms, 14 on the upper concourse with four companion restrooms)
- AA. Four (4) public entry gates and plazas
- BB. Two (2) club and suite entry areas
- CC. Four (4) loading docks/driveway entrances and (2) compactor rooms
- DD. All landscaped areas
- EE. All asphalt and grass parking lots and adjacent sidewalks, including the Legend Field lot.
- FF. All grass parking lot areas under the control of the Authority to include, but not limited to, all City, County and State right-of-ways and drainage ditches

NOTE: It is possible that future modifications to the facilities may require a change in the scope and specifications hereof. Should that occur, a scope revision and equitable adjustment in fees will be mutually agreed upon.

42. **POSITIONS REQUESTED:** Day-to-day positions will include On-Site Manager, On-Site Assistant Manager/Administrative Assistant, Suite/Club Matrons, Pressure Washers, Main/Upper Concourse Porter, Floorman and Service Level/Gates Porter. Event day positions include On-Site Manager, Event Manager, Supervisors, Sweeper Porters, Trash/Cardboard Runners and Restroom Porters. Some of these positions may be seasonal and all positions or changes in positions will be subject to the approval of the Director of Facilities.
43. **SUPPLIES AND EQUIPMENT:** The Tampa Sports Authority shall furnish all consumable supplies for accomplishment of all work. Consumable supplies shall include:
- A. Toilet tissue
 - B. Paper towels
 - C. Hand soaps
 - D. Trash can liners
 - E. Cleaning agents
 - F. Floor strippers
 - G. Floor coating
 - H. All trash cans
 - I. Glass cleaner
 - J. Toilet bowl and sink cleaners
 - K. Urinal deodorant blocks
 - L. De-greaser
 - M. Gasoline and propane (Proposer must supply UL approved containers)
 - N. Spray Bottles Absorbent Pads
 - O. Micro Fiber Cloth to clean television / computer screens.
44. **EQUIPMENT TO BE SUPPLIED BY CONTRACTOR:** The Proposer will provide

all equipment to be used and dedicated to the Tampa Sports Authority site. The equipment will be new or in good working condition and of a name brand. The Proposer's equipment shall be of the size and type suitable for accomplishing the various phases of the work described herein. Equipment considered by the Authority to be improper or inadequate for the purpose shall be removed from the job and replaced with satisfactory equipment. Contractor will be expected to repair, replace or rent appropriate equipment as necessary to perform cleaning services. Maintenance records of the equipment shall be provided on a quarterly basis to the Authority. Notice must be provided to the Authority if any equipment is deemed non-operational for any period of time. Equipment listed below will be available at all times for day-to-day employees as deemed necessary by Authority. Quantities listed below are minimum requirements and additional equipment may be necessary from time to time.

<u>Min. Quantity</u>	<u>Description</u>
A. 20	Housekeeping carts
B. 60	Mops and mop buckets with wringers
C. 50	Rubber floor squeegees
D. 01	60" riding sweeper
E. 01	48" riding sweeper/scrubber
F. 02	Walk-behind scrubbers
G. 02	Walk-behind sweepers
H. 04	175 RPM floor machine-20" (with brushes, pads and bonnets)
I. 02	High speed RPM floor machines (with brushes and pads)
J. 16	Upright vacuums and vacuum bags
K. 2	Wide area vacuums and bags
L. 5	Small capacity wet/dry vacuums
M. 2	High capacity wet/dry vacuum
O. 8	Back-Pack HEPA vacuum cleaner

P.	24	Backpack blowers
Q.	02	Wide area carpet extractors
R.	04	Portable spot carpet extractors
S.	02	Exterior debris vacuum (Billy Goats)
T.	04	Carpet blowers
U.	12	3000 PSI pressure washers
V.	02	Hotsy high pressure hot water washer on trailer
W.	26	Dump carts - large
X.	12	Dump carts - small
Y.	02	Utility carts - gas
Z.	01	Gator utility vehicle w/towing capability
AA.	01	Truck and trailer (hauling trash)
BB.	75	Full Size brooms
CC.	175	Dust pans and brooms
DD.	15	Push Brooms
EE.	12	Rakes
FF.	2	Explosion proof storage cabinets
GG.	10	High Dusting head with Poles
HH.	10	Large-scoop shovels (feed shovels)
II.		Rubber/latex gloves

45. **USE OF STADIUM HOUSEKEEPING FACILITIES:** The housekeeping office and two (2) storage rooms, located in Quad A on the service level, are available for use by the Proposer without cost for the purpose of storing materials and equipment, excluding flammable materials. Proposer shall be responsible for the orderliness and cleanliness of the rooms.

The janitorial closets, located on the Club, Suite Main and Upper Concourses are available for use by the Proposer without cost for the purpose of storing materials and equipment, excluding flammable materials. Proposer shall be responsible for the orderliness, cleanliness and stocking of these closets. Any problems with these areas will be reported to the On-Site Manager in a timely manner.

46. **EVENT STAFFING LEVELS:** The number of personnel required per event will depend on the type of event and expected attendance.

A. An average Tampa Bay Buccaneer season with ten (10) games would require:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
On-Site Manager	1
Event Manager	1
Supervisors	23
Sweeper Porters	67
Restroom Attendants	63
Trash/Cardboard Runner	<u>13</u>
Total	168 Event Employees Per Game

B. An average USF football season with six (7) games would require approximately:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
On-Site Manager	1
Event Manager	1
Supervisors	10
Sweeper Porters	35
Restroom Attendants	19
Trash/Cardboard Runner	<u>5</u>
Total	71 Event Employees Per Game

C. An average Outback Bowl game would require approximately:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
On-Site Manager	1
Event Manager	1
Supervisors	20

Sweeper Porters	67
Restroom Attendants	54
Trash/Cardboard Runner	<u>14</u>
Total	157 Event Employees

D. An average Monster Jam of two (2) events would require approximately:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
On-Site Manager	1
Event Manager	1
Supervisors	17
Sweeper Porters	42
Restroom Attendants	42
Trash/Cardboard Runner	<u>8</u>
Total	111 Event Employees

E. An average Game Day of Champions / High School All Star football game would require approximately:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
On-Site Manager	
Event Manager	1
Supervisors	2
Sweeper Porters	5
Restroom Attendants	5
Trash/Cardboard Runner	<u>2</u>
Total	15 Event Employees Per Game

F. Most recent concert in 2014 required approximately:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
	One Direction
On-Site Manager	1
Event Manager	1
Supervisors	20
Sweeper Porters	56
Restroom Attendants	40
Trash/Cardboard Runner	<u>12</u>
Total	130 Event Employees

G. An average Tampa Bay Bucs Night Practice would require approximately:

<u>POSITION</u>	<u>EST. # OF EVENT EMPLOYEES</u>
On-Site Manager	1
Event Manager	1
Supervisors	9
Sweeper Porters	43
Restroom Attendants	20
Trash/Cardboard Runner	<u>2</u>
Total	76 Event Employees

NOTE: Event and employee estimates are based on last year's event schedule and are subject to change. In addition to the above events, there will be approximately 163 events held in the club lounge and in other parts of the stadium that will require personnel. Services for these events will be contracted by the Authority.

47. **MINIMUM WORK FORCE FOR POST CLEAN:**

- A. The Proposer shall have an On-Site Manager or Supervisor on duty at all times that employees are working.
- B. The Proposer shall, at all times, furnish sufficient personnel to accomplish all work set forth in these specification. Crews shall begin work immediately after each event.
- C. Failure to satisfactorily perform the quality of work required under these specifications to the required quality level shall be accepted as evidence that the working force is too small or that supervision is inadequate. In any case, immediate corrective measures shall be applied upon notice by Authority.
- D. Only personnel hired by the Proposer will be authorized on the premises.
- E. Post Clean Manager must submit signed "TSA Provided Post Clean Sign Off Sheet" for their assigned areas of responsibilities to the TSA.

48. **WORK TO BE ACCOMPLISHED FOR POST CLEAN:** This section contains a list of specific cleaning and janitorial services to be performed by the successful Proposer. This list is not intended to be an exclusive list of the services to be provided in that the successful Proposer will be expected to maintain the Stadium and the surrounding parking lots in a first class state of cleanliness and will be expected to do whatever is necessary to accomplish this.

A. Tampa Sports Authority Offices

1. Empty all trash receptacles, replace liners as needed and wipe clean exterior of receptacles and lids. Use trash carriers to transport from office to office. (Insure all carriers' wheels are free of dirt or grime before coming into finished spaces; do not drag trash bags across carpets or floors). Carry trash to nearest compactor for disposal.
2. Empty all recycle containers, replace liners as needed and wipe clean exterior containers and lids. Use trash containers to transport from office to office. (Do not drag trash bags across carpets or floors) Carry recycled materials to assigned area for disposal.
3. Sanitize all phones, door handles and light switches with spray germicidal cleaner and wipe off.
4. Dust desk tops and window ledges (move items around if necessary).
5. Vacuum all carpeted areas (spot clean any stains on carpeting).
6. Sweep up dirt and debris from tile floors.
7. Sweep clean exterior of TSA office near front door.
8. Clean glass windows (interior and exterior) and mirrors.
9. Clean and sanitize all restroom fixtures. (Replace paper supplies and liquid soap as needed.)
10. Wipe clean all fingerprints from walls and doors.
11. Mop clean all tile floors.
12. Spot clean carpets as necessary.
13. Strip floors clean and reapply coat of premium quality wax. (Estimate 4 times per year.)
14. Deep clean carpeting using chemical extractions process. (Estimate 2 -3 times per year, price is based on cost per square foot.).
15. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.

16. Report any problems (deficiencies or unsafe conditions) to the TSA.
17. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Event Manager or directly to the Authority.

B. Club Lobbies/Buffets and Club Lounges

1. Remove all trash from all areas of club (except concession stands). Place liners in trash carriers and transport to nearest trash chute or compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Clean all furniture, counter and table tops, concierge booths and drink bars. Organize and set furniture back in place after cleaning.
3. Wipe clean all upholstered chairs, sofas, and stools. Inspect for crumbs between cushions and for damages on upholstered surfaces.
4. Sanitize all restrooms, clean and polish all fixtures. Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper stock, feminine products and liquid soap in restrooms.
5. Sweep; clean all stone, tile and ceramic floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner. Buff as needed.
6. Vacuum clean all carpeted areas. Inspect for spills, stains and chewing gum and spot clean immediately.
7. Remove trash and clean urns from smoking terraces.
8. Clean glass railings for club escalators. Vacuum clean and mop escalator landings.
9. Clean glass doors (interior and exterior) at club entrances.
10. All stock closet equipment shall be cleaned and made ready for the next event. Mops will be cleaned in clear water, rinsed, wrung dry and hung up. Mop buckets will be emptied in mop sink and rinsed clean. Dust pans will be emptied and wiped clean. Brooms will be hung off the floor on hangers provided by Authority.
11. Insure janitorial closets are locked upon completion of work.

12. Flush clean all trash chutes used following completion of work.
13. Clean, sweep and mop trash chute rooms.
14. Clean glass (lower panels, lobby and all smoking areas).
15. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
16. Report any problems (deficiencies or unsafe conditions to the TSA).
17. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Event Manager or directly to the Authority.

C. Luxury Suites, Elevators, Lobbies, Terraces and Hallways

1. Remove all trash from all suites. (except from suite pantries) Place liners in trash carriers and transport to nearest trash chute or compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces). Replace liners n receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Ensure that window tracks and ledges are clean and free of debris. Close all windows, secure and clean.
3. Wipe clean all counter tops, table tops and drink bars.
4. Wipe clean all upholstered chairs, sofas, and stools. Inspect for crumbs between cushions and for damages on upholstered surfaces. Inspect furniture for spills and stains and spot clean as soon as possible. Organize and set furniture back in place after cleaning.
5. Inspect refrigerators for spilled liquids, clean as needed. Check thermostats for proper settings.
6. Clean and polish stainless steel bar sink, remove debris before cleaning (i.e. straws, cut fruit wedges etc.).
7. Wipe down coffee maker and remove grinds (if used).
8. Sanitize all restrooms, clean and polish all fixtures. Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper

stock, feminine products and liquid soap in restrooms.

9. Sweep clean all stone, tile and ceramic floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
10. Vacuum clean all carpeted areas. Spot clean all spills, stains and remove chewing gum as soon as possible.
11. Remove trash and clean smoking urns from smoking terraces (add sand as needed).
12. Wipe clean fingerprints and marks from doors and polish clean.
13. Dust glass shelves, T.V. screens and cabinets.
14. Wipe clean any ash trays (if applicable).
15. Wipe down elevator walls, sweep clean and mop elevator floors and/or vacuum rugs inside elevators. Wipe clean and polish interior elevator walls and control panels. Polish clean exterior elevator doors.
16. Flush clean all trash chutes used following completion of work.
17. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
18. Report any problems (deficiencies or unsafe conditions to the TSA).
19. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Event Manager or directly to the Authority.

D. Press Level, Booths and Hallways

1. Remove all trash from all areas of press box. (except press buffet and suite pantry) Recycle all papers, programs, folders, etc. left on counter tops in carriers provided by Authority. (Authority shall provide example of recyclable materials) Place liners in trash carriers and transport to nearest trash chute or compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids. The concessionaire is responsible for all trash generated from the pantries until gate opening. Proposer is responsible for all pantry trash generated from gate opening until 3 hours after the end of an event which will allow for

the concessionaire to perform a bulk out of trash from each pantry.

2. Inspect window track and ledges for debris. Close all windows, secure and clean.
3. Wipe clean all counter tops, table tops, buffet counters, chairs and stools.
4. Sanitize all restrooms, clean and polish all fixtures. Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper stock, feminine products and liquid soap in restrooms.
5. Sweep, clean all stone, tile and ceramic floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
6. Vacuum clean all carpeted areas. Inspect for spills, stains and chewing gum and spot clean immediately.
7. Remove trash and clean smoking urns from Smoking Terraces (add sand as needed).
8. Wipe down elevator walls, sweep clean and mop elevator floors and/or vacuum rugs inside elevators. Wipe clean and polish interior elevator walls and control panels. Polish clean exterior elevator doors.
9. Dust T.V. screens and cabinets.
10. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
11. Report any problems (deficiencies or unsafe conditions to the TSA).
12. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Event Manager or directly to the Authority.

E. Team Locker Rooms, Interview Rooms

1. Remove all trash from all areas of locker room. (I.e. training room, equipment rooms, assistant and head coaches rooms, restrooms and shower areas) Place liners in trash carriers and transport to nearest compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.

2. Remove all trash, tape, etc. from lockers (including top of lockers). Inspect lockers for personal items that may have been left behind. Turn in any items found to the Post Clean Manager.
3. Sanitize all restrooms and showers, clean and polish all mirrors and fixtures (including water fountains). Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper stock, and liquid soap in restrooms.
4. Sweep clean all tile and ceramic floors. Mop clean all floors, entrance ways, showers, etc. with approved germicidal cleaner.
5. Vacuum clean all carpeted areas. Spot clean all spills, stains and remove chewing gum.
6. Remove names from locker name plates and wipe clean. (Names may be either written on tape or written directly onto the name plate.)
7. Wipe down dry erase/chalk boards, walls and doors as needed.
8. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
9. Dust T.V. screens and cabinets.
10. Report any problems (deficiencies or unsafe conditions to the TSA).
11. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc. is to be turned in immediately to the Event Manager or directly to the Authority.

F. Officials Locker Rooms

1. Remove all trash from all areas of locker room. (I.e. lounge, restrooms and shower areas). Place liners in trash carriers and transport to nearest compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Remove all trash, tape, etc. from lockers (including top of lockers). Inspect lockers for personal items that may have been left behind. Turn in any items found to the Clean-up Foreman.
3. Wipe clean all upholstered chairs, sofas. Inspect for crumbs between cushions and for damages on upholstered surfaces. Inspect furniture for

spills and stains and spot clean as soon as possible. Organize furniture back in place after cleaning.

4. Sanitize all restrooms and showers, clean and polish all fixtures and mirrors. Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper stock, and liquid soap in restrooms.
5. Sweep clean all tile and ceramic floors. Mop clean all floors, entrance ways, showers, etc. with approved germicidal cleaner.
6. Vacuum clean all carpeted areas. Spot clean all spills, stains and remove chewing gum.
7. Remove names from locker name plates and wipe clean. (Names may be either written on tape or written directly onto the name plate.)
8. Wipe down walls and doors as needed.
9. Dust T.V. screens and cabinets.
10. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
11. Report any problems (deficiencies or unsafe conditions to the TSA).
12. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

G. Printing/Dark Rooms

1. Remove all trash from both rooms. Place liners in trash carriers and transport to nearest compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
3. Wipe down walls and doors as needed, remove any tape on walls as needed.
4. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.

5. Report any problems (deficiencies or unsafe conditions to the TSA).
6. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

H. National Broadcast, Local Broadcast and Storage

1. Remove all trash from both rooms. Place liners in trash carriers and transport to nearest compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids. .
2. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
3. Wipe down walls, windows and doors as needed, remove any tape on walls as needed.
4. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
5. Report any problems (deficiencies or unsafe conditions to the TSA).
6. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

I. Cheerleaders Locker Rooms/Green Room

1. Remove all trash from room, including restroom and shower area. Place liners in trash carriers and transport to nearest compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Sanitize all restrooms and showers, clean and polish all fixtures and mirrors. Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper stock, and liquid soap in restrooms.
3. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
4. Wipe down walls and doors as needed.

5. Remove all trash, tape, etc. from lockers (including top of lockers). Inspect lockers for personal items that may have been left behind. Turn in any items found to the Clean-up Foreman.
6. Report any problems (deficiencies or unsafe conditions to the TSA).
7. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

J. Dining/Post Game Media Room

1. Remove all trash from all areas of room. Place liners in trash carriers and transport to nearest or compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Wipe clean all counter tops, table tops, buffet counters, chairs and stools.
3. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner. Buff as needed. Wipe down walls and doors as needed.
4. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
5. Report any problems (deficiencies or unsafe conditions to the TSA).
6. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

K. Ticket Office

1. Remove all trash from all areas of room. Place liners in trash carriers and transport to nearest or compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Wipe clean all ticket pass-through trays and windows (both interior and exterior), counter tops, partitions, table tops, chairs and stools.
3. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.

4. Wipe down walls and doors as needed.
5. Spot clean carpet.
6. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
7. Report any problems (deficiencies or unsafe conditions to the TSA).
8. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc. is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

L. First Aid Rooms (Service, Main and Upper Levels)

1. Remove all trash from all areas of room. Place liners in trash carriers and transport to nearest or compactor. (Insure all carriers wheels are free of dirt or grime before coming into finished spaces) Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids. All medical waste (red) liners and containers shall be provided and disposed of by First Aid staff.
2. Wipe clean all counter tops, examination tables, desks, and chairs.
3. Sanitize all restrooms, clean and polish all fixtures. Remove decals, graffiti from toilet stalls/doors, mirrors, etc. Replace all trash liners, paper stock, feminine products and liquid soap in restrooms.
4. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
5. Wipe down walls and doors as needed.
6. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
7. Report any problems (deficiencies or unsafe conditions to the TSA).
8. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

M. P. R. Rooms (Service and Press Levels)

1. Remove all trash from both rooms. Recycle all papers, programs, folders,

etc. left on counter tops in carriers provided by Authority. Authority shall provide example of recyclable materials. Place liners in trash carriers and transport to nearest trash chute or compactor. Insure all carriers wheels are free of dirt or grime before coming into finished spaces. Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.

2. Wipe clean all counter tops, tables, desks, and chairs.
3. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
4. Wipe down walls and doors as needed.
5. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
6. Report any problems (deficiencies or unsafe conditions to the TSA).
7. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

N. Service Level Restrooms

1. Remove all trash from all areas of room. Place liners in trash carriers and transport to nearest compactor. Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids.
2. Sanitize all fixtures, clean and polish all fixtures and mirrors. Remove decals, graffiti from doors, mirrors, etc. Replace paper stock, and liquid soap in restrooms.
3. Sweep clean all tile floors. Mop clean all floors, entrance ways, etc. with approved germicidal cleaner.
4. Wipe down walls and doors as needed.
5. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
6. Report any problems (deficiencies or unsafe conditions to the TSA).
7. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

O. Service Level Hallways, Interior Dock Spaces and Corridors

1. Remove all trash from all areas. Place liners in trash carriers and transport to nearest or compactor. Replace liners in receptacles used and wipe clean exterior of receptacles, cans and lids. Some items may be left in service level between events, check with Post Clean Manager before removing containers or boxes.
2. Sweep clean all areas. Wipe clean any spills, oil or grease residue, stains left on concrete floor.
3. Wipe down walls and doors as needed.
4. Clean and clear all drains of trash and debris.
5. Clean and pressure wash compactor area.
6. Clean player mats and re-tape where needed. Set and remove mats as required.
7. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
8. Report any problems (deficiencies or unsafe conditions to the TSA).
9. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc. is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

P. Concourses, Freight and Disabled Elevators

1. Collect all loose trash in plastic bags and transport to nearest trash chute or compactor. The concessionaire is responsible for all trash from the concession stands until gate opening. Proposer is responsible for all concession stand trash generated from gate opening until 3 hours after the end of an event which will allow for the concessionaire to perform a bulk out of trash from each concession stand.
2. Collect all trash from receptacles along concourse, place in carriers, and transport to nearest trash chute or compactor.
3. Replace liners in concourse receptacles, rinse out receptacles and covers (as needed) and wipe clean exterior of receptacles, cans and lids

4. Wash down all areas of stadium concourse, elevators and walkways used during event. Sweep, mop and clean all elevator floors.
5. Pressure wash edges and vomitories where scrubbers cannot reach.
6. Use riding scrubber to clean concourses.
7. Squeegee dry all areas. Do not leave standing water puddles.
8. Damp wipe all trash receptacles, countertops, water fountains, phone booths and condiment dispensers.
9. Wipe down walls on concourse (as needed).
10. Clean smoking urns (add sand as needed).
11. Report any damaged receptacles, railings, concrete coatings, caulking, walls or advertising signs to Post Clean Manager.
12. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
13. Report any problems (deficiencies or unsafe conditions to the TSA).
14. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

Q. Ramps

1. Spot clean to remove all spills or stains on ramps, railings or walls.
2. Remove trash from receptacles, replace liners and wipe clean exterior of receptacles, cans and lids.
3. Clean smoking urns (add sand as needed).
4. Clean escalators, removing trash, wiping hand rails and polish stainless side panels.
5. Clean elevator landing rooms, mop floors of both elevator and waiting area.
6. Vacuum carpeted mat.

7. Report any damaged receptacles, railings, concrete, caulking, walls or advertising signs to Post Clean Manager.
8. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
9. Report any problems (deficiencies or unsafe conditions to the TSA).
10. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

R. Stairways

1. Exterior
 - a. Collect all loose trash.
 - b. Squeegee dry as necessary.
 - c. Spot clean to remove all spills or stains on stairways, walls and landings.
 - d. Report any problems (deficiencies or unsafe conditions to the TSA).
 - e. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.
2. Interior
 - a. Collect all loose trash.
 - b. Spot clean to remove all spills or stains on stairways, walls and landings.
 - c. Wipe handrails.
 - d. Report any problems (deficiencies or unsafe conditions to the TSA).
 - e. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

S. Concourse Restrooms

1. Collect all loose trash and feminine products and dispose of in restroom waste receptacles (including any debris on ceiling supports).
2. Sweep all floors, collect trash and place in restroom waste receptacles.
3. Remove all trash from urinals and place in restroom waste receptacles.
4. Collect all receptacle liners, place in carriers, and transport to nearest trash chute or compactor.
5. Waste receptacles shall be rinsed out following each event, wipe clean exterior of receptacles, cans and lids. Report any logo decal damage to Post Clean Manager. Replace all receptacle liners and feminine receptacle liners.
6. Waste closets, seats, urinals shall be washed and disinfected inside and outside. Seats shall be cleaned on both sides and left in a raised position. No rust, incrustation or water rings shall exist.
7. All stall partitions and stall doors shall be damp wiped. Any graffiti or decals shall be removed after each event.
8. Clean and disinfect wash basins.
9. Clean and disinfect baby changing stations.
10. Clean and polish all dispensers and fixtures.
11. All restrooms walls, both interior and exterior shall be spot cleaned.
12. All stock closet equipment shall be cleaned and made ready for the next event. Mops will be cleaned in clear water, rinsed, wrung dry and hung up. Mop buckets will be emptied in mop sink and rinsed clean. Dust pans will be emptied and wiped clean. Brooms will be hung off the floor on hangers provided by Authority.
13. All toilet paper, hand towel, and soap dispensers shall be serviced and made ready for the next event. Closets shall be re-stocked and inventoried by the Post Clean Manager. .
14. All mirrors and shelving shall be damp wiped and wiped dry.

15. Floors shall be scrubbed with deck brushes using cleaner, pressure washer and squeegee dried.
16. Insure janitorial closets are locked upon completion of work.
17. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
18. Report any problems (deficiencies or unsafe conditions to the TSA).
19. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

T. Public Entry Gates and Plazas

1. Collect all loose trash (including glass fragments) in plastic bags, place in carriers and transport to nearest compactor (including entry roofs).
2. Collect all trash can liners from entrance gates and around plaza, place in carrier and transport to nearest compactor, wipe clean exterior of receptacles, cans and lids.
3. Inspect ticket cylinders for trash. If upon inspection, any uncollected tickets are found, please collect and give to the Post Clean Manager.
4. Sweep clean all areas inside and outside of gates.
5. Wipe down all walls in and around the gates and plazas.
6. Rinse clean all trash receptacles as required and install new liners.
7. Spot clean (wash down) any spills or stains as needed.
8. Pressure clean stamped concrete in front of both club/suite entries.
9. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
10. Report any problems (deficiencies or unsafe conditions to the TSA).
11. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

U. Stadium Bowl

1. Collect all loose trash in plastic bags and transport to nearest trash chute or compactor. (Trash shall mean, but not limited to, paper or plastic cups, paper or foil wrappers, peanut shells, gum, decals, confetti, programs, and any food items.
2. Sweep trash from highest sections down to lowest sections.
 - a. Upper bowl collected at cross aisle.
 - b. Club sections collected at Main concourse cross aisle.
 - c. Lower seating bowl collected in aisles before field.
 - d. Field and Sideline trash collected at field level.
 - e. Insure all drains are free of trash.
 - f. Clean under grandstands.
3. Insure all cup holders are free of trash.
4. Install and remove drain cover mats and remove any debris from drain baskets.
5. Fire hose and or Spot clean concrete decks at TSA direction.
6. Floors / Bowl shall be pressure washed unless otherwise directed and approved.
7. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
8. Report any damaged seats, railings, concrete or caulking to TSA.
9. Report any problems (deficiencies or unsafe conditions to the TSA).
10. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc. is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

V. Postage Stamp Landscape Areas

1. Collect all loose trash using extension poles that grab trash in areas that may damage vegetation or sprinklers.
2. Collect trash from trees and shrubs.

3. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
4. Report any damages to the Event Post Clean Manager or directly to the Authority's Maintenance Department.
5. Report any problems (deficiencies or unsafe conditions to the TSA).
6. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

W. Postage Stamp Parking Lots (Include Fenced Area Between Quads A & B), Loading Dock Driveways and Sidewalks

1. Collect all loose trash (including glass fragments and cigarette butts) in plastic bags, arrange for pickup from local trash service by 8 a.m. the following day after an event (unless next event occurs within a 24-hour period).
2. Collect all trash can liners from lots and sidewalks, arrange for pick up from local trash service by 12 noon the following day after an event (unless next event occurs within a 24-hour period).
3. Sweep clean all areas in and around docks and driveways.
4. Clean and clear all drains of trash and debris.
5. Wash down any spills or stains as needed.
6. Pressure wash compactor bays when compactors are removed by contractor.
7. Rinse out recycle and trash containers if required.
8. Pressure wash stains from perimeter road where trash is collected.
9. Collect trash from trees and shrubs.
10. Straighten white fence post wood rails.
11. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.

12. Report any problems (deficiencies or unsafe conditions to the TSA).
13. Any items found such as wallets, purses, cell phones, glasses, binoculars, cameras, keys, merchandise, etc., is to be turned in immediately to the Post Clean Event Manager or directly to the Authority.

X. Grass Parking Lots, Right-of-ways, Drainage Ditches, Landscaped Areas (Include Fenced Area by Lot 3 and Lot 4)

1. Collect all loose trash (including glass fragments and cigarette butts) from lots, sidewalks and ditches in plastic bags arrange for pick up from local trash service by 4:00 p.m. the following day after an event (unless next event occurs within a 24-hour period).
2. Collect all trash can liners from lots arrange for pick up from local trash service by 12 noon the following day after an event (unless next event occurs within a 24-hour period).
3. Collect any trash from trees and shrubs.
4. Install new liners in cans located in parking lots.
5. Rinse out recycle and trash containers if required.
6. Straighten white fence post wood rails.
7. Report any problems (deficiencies or unsafe conditions to the TSA).
8. Remove all trash from all areas.
9. Identify and replace any damaged labels on trash barrels and recycle containers which will be provided by the Authority.
10. Report any problems (deficiencies or unsafe conditions to the TSA).

49. **INSPECTION BY AUTHORITY:** An inspection after all events will be conducted by the Authority. Inspection will begin at a time agreed upon by Proposer and Authority. The final inspection will start no later than 48 hours after the event. In the case of back-to-back events, clean-up will be complete two (2) hours prior to gate opening for the next event. Inspection will take place when an area has been signed off on by the contractor as soon as possible.

1. All areas cleaned during post event are to be signed off and inspected by the contractor's supervisor on the TSA Post Clean "Sign Off Sheet" when completed. Upon completion the contactors designated Manager will perform a final inspection of the area and provide the final completed sign off copy to the

Authority for review. Day to day staff shall be used on post clean duties until their assigned areas have been fully completed, inspected and signed off on.

- A. Any punch list items noted by the Authority shall be addressed and corrected by the contractor as part of the event post clean.
2. All event and post event inventory used for each event shall be recorded and inventoried on the TSA Post Clean Sign Off Sheet. All barrels, bins and recycle containers are to be put back to their assigned locations or as directed otherwise by the Authority.

50. **CLEANING OF OFFICE:**

A. **Tampa Sports Authority Offices (Daily)**

1. Empty all trash receptacles and replace liners as needed. Use trash carriers to transport from office to office. (Insure all carriers' wheels are free of dirt or grime before coming into finished spaces; do not drag trash bags across carpets or floors). Carry trash to nearest compactor for disposal.
2. Empty all recycle containers into proper containers. Use trash containers to transport from office to office. (Do not drag trash bags across carpets or floors) Carry recycled materials to assigned area for disposal.
3. Sanitize all phones, door knobs and light switches with spray germicidal cleaner and wipe off.
4. Dust desk tops and window ledges (move items around if necessary).
5. Vacuum carpeting (spot clean any stains on carpeting).
6. Sweep up dirt and debris from tile floors.
7. Sweep clean exterior of TSA office near front door.
8. Clean glass windows (interior and exterior) and mirrors.
9. Clean and sanitize all restroom fixtures. (Replace paper supplies and liquid soap as needed.)
10. Wipe clean all fingerprints from walls and doors.
11. Mop clean all tile floors, clean grout as required.

12. Spot clean carpets as necessary.
13. Dust window blinds (once per week).
14. Damp wipe A/C vents and intakes (once per week).
15. Vacuum clean all speaker covers in ceilings (once per week).
16. Remove cobwebs and perform high dusting (once per week).

B. 24-Hour Command Center (Daily)

1. Mop clean tile flooring.
2. Empty trash and replace liners.
3. Sanitize all phones, door knobs and light switches with spray germicidal cleaner and wipe off.
4. Dust counter-tops and monitor screens.

51. **CONTRACT:** The successful Proposer will be expected to enter into a written contract approved by the Authority's attorneys for the performance of these services. The contract will be based on the following standards/requirements; additional requirements may be determined:

A. Tampa Sports Authority's Rights of Review and Approval over the following:

1. Quality of Personnel
 - a. Appearance
 - b. Standards
2. On-Site Manager, Assistant Manager / Administrative Assistant and Event Manager
3. Right to remove On-Site Manager or staff with reasonable cause
4. Suppliers of staff
 - a. Temporary staffing agencies utilized to provide staff must be approved in advance by the Authority.
 - b. Proposer shall provide staffing as requested by the Director of Facilities or Designee. Minimum staffing requirements shall be dependent upon the number of events and expected attendance on a daily basis.

- c. Day to day Club and Suite Matrons will work as supervisors during all events.
- B. Authority shall have final approval over staffing levels. Authority may request additional staff or require deductions in staff based upon expected attendance and special circumstances such as, but not limited to, give-aways in wrappers, etc.
- C. Proposer shall be responsible to provide detailed schedule staffing reports to Authority on a weekly basis.
 - 1. Sick Time - Proposer shall make every effort to fill vacancy of employee that did not show up to work. Authority will be credited for hours lost or will accept additional staff to make up lost hours.
 - 2. Vacation Time - Proposer shall substitute any employee that is on vacation or medical leave for the period of time they are not working. Vacations are to be scheduled following Monster Jam through July of each year.
- D. Employee Sign In - Proposer shall provide the Authority with detailed sign-in sheets for all events staffed by the Proposer. A Security Check-in form must be filled out by Proposer (form provided by Authority) clearly indicating that each employee has shown a government-issued identification and signed in the appropriate location. This Security Check-in form must be turned in to the Authority at the end of their check-in procedure.
- E. Proposer shall be responsible for providing coverage for events that are extended beyond the normal playing or performance time expected.
- F. Proposer shall employ only personnel that have been fully and properly trained to perform their assigned duties.
- G. All employees shall be cross-trained to provide flexibility in assigning breaks to Proposer's employees.
- H. Proposer shall be responsible for providing coverage as designated by the Authority. Hours of operation may vary.
- I. Proposer shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity and shall be responsible for taking disciplinary action with respect to their employees as may be necessary, including removal of employees from service. Proposers shall employ only competent and orderly employees who will keep themselves neat and clean and accord courteous and competent treatment and service to all patrons. Proposer shall remove from service any employee whose service had been unsatisfactory when requested to do so by Authority.

- J. Authority shall provide maximum notice possible to Proposer on the attendance of upcoming events. Proposer shall be able to provide full staffing requirements within 48 hours' notice from Authority.
- K. Authority shall provide maximum notice possible to Proposer on cancellation of events; 48-hour notice will be given in all occurrences except for weather. When events are canceled due to weather Authority shall notify Proposer immediately. Proposer shall make every attempt to contact all scheduled employees. If Proposer is unable to contact a scheduled employee, employee shall be credited with 2 hours of work performed upon arrival at facility and shall be instructed to return on the next day employee is scheduled to work.
- L. Day to day pressure washers and porters will work as supervisors during post clean period. All day to day hourly employees expenses incurred during the 48-hour post clean shall be charged to Post Clean expenses only.
- M. Proposer shall submit a complete post clean report, check list signed by post clean supervisors, and incident reports (including maintenance issues) within seventy-two (72) hours after servicing an event to the On-Site Manager. On-Site Manager shall submit an Event Post Clean Summary Cost sheet to the Authority after completion of post clean. Proposer will certify the accuracy of the report.
- N. Proposer shall provide various reports and invoices to the Authority. Format and frequency of reporting and invoicing to be approved by Authority.
- O. A walkthrough of locations provided will be conducted during the Pre-Proposal Conference on March 6, 2015 at 9:00 a.m.
- P. Proposer shall be solely responsible for the payment of all wages, salaries and all other amounts due employees, and shall be responsible for the payment of all federal, state, and local employment taxes to include all reports, obligations, and payments pertaining to social security taxation, income tax withholding, workers' compensation, unemployment, affordable healthcare costs, and any group insurance coverage or similar matters.
- Q. Only those employees working the event shall be allowed free access to facility. At no time shall Proposer, or its employees, permit free access to anyone not scheduled to work at event(s) that day. Any Proposer's employees that are attending events as a spectator must park in designated guest/spectator parking, and shall not be allowed to use employee parking.
- R. Proposer agrees that there shall be no discrimination against any person with respect to opportunity for employment on the basis of national origin, age, sex, race, religion or disability and agrees to comply with all applicable state and

federal laws relating to employment practices.

- S. Authority requests that Proposer make every effort to assign employees to the same position and/or area for each event.
- T. Proposer shall supply Authority with event deployment sheets four (4) days before event.
- U. Proposer shall supply Authority post-event sign in sheets which list names and hours by position worked due one (1) day after event.
- V. The On-Site Manager will be expected to hold office hours on-site Monday thru Friday from 8 am to 5 pm. The Manager will also be expected to attend all required meetings and stadium events unless the Authority approves the Manager's absence.
- W. Proposer will provide off-site cleaning at stadium event pricing if related to stadium event or Authority has contract with entity requesting cleaning services.
- X. On-Site Manager will be required to supply Authority with:
 - a. Schedule of work to be performed for upcoming week with an updated master schedule at the end of each week and the completion of the "Master Cleaning and Inspection Recap" log at the end of each day.
 - b. Daily attendance reports and assignments (submitted weekly).
 - c. Monthly inventory count for all padded chairs, plastic chairs, and event portable tables throughout the stadium.
 - d. Inventory sheets listing all supplies used for each event must be documented after each event. Documentation of all inventory used for general cleaning throughout the month (non-event related) to be completed and provided at the end of each month.
- Y. The Authority will supply a time clock for all day-to-day labor.
- Z. The Agreement may be terminated for cause at any time by the Authority by giving written notice prior to desired termination date with such notice directed to the main office of the Proposer.
- A.A. In the event the scope and specifications hereof are materially changed by the Authority at any time, the parties will mutually agree upon an equitable adjustment to the compensation schedule.

INSURANCE REQUIREMENTS

During the term of this Agreement, the Contractor shall provide, pay for, and maintain with insurances companies satisfactory to the Authority, the types of insurance described herein. All insurance shall be from responsible insurance companies eligible to do business in the State of Florida. All liability policies shall provide that the Authority, the City of Tampa, and Hillsborough County are additional insureds as to the operations of the Contractor hereunder and shall also include the severability of interest provision (a/k/a separation of insureds). The insurance coverages and limits required must be evidenced by properly executed certificates of insurance on forms which are to be provided by the Authority with written proof that the person signing the certificate is an authorized representative of the insurance companies shown on the certificate. In addition, certified, true and exact copies of all insurance policies required shall be provided to the Authority if requested on a timely basis.

Thirty (30) days prior written notice by registered or certified U.S. mail shall be given the Authority of any cancellation or reduction in the policies' coverage except in the application of the aggregate limits provisions. In the event of a reduction in any aggregate limit, the Contractor shall take immediate steps to have it reinstated. If at any time the Authority requests a written statement from the insurance company as to any impairments to the aggregate limit, the Contractor shall promptly authorize and have delivered such statement to the Authority. Contractor shall make up any impairment to the aggregate limit when known to it. The Contractor authorizes the Authority and its insurance consultant to confirm all information furnished the Authority, as to its compliance with these requirements with its insurance carriers. All insurance coverage required of the Contractor shall be primary to any insurance of self-insurance program carried by the Authority.

The acceptance of delivery to the Authority of any certificate of insurance evidencing the insurance coverage and limits required in the Agreement does not constitute approval or agreement by the Authority that the insurance requirements in the Agreement have been met or that the insurance policies shown in the certificate of insurance are in compliance with the Agreement requirements.

No Services shall be performed under this Agreement until the required certificate of insurance is received by the Authority and the Authority has given a written notice to proceed under this Agreement to the Contractor.

All of the required insurance coverages shall be issued as required by law and shall be endorsed, where necessary, to comply with the minimum requirements contained herein. Thirty (30) days' prior written notice of cancellation of any insurance policy by the respective insurance company under the certificate of insurance shall also be given, by certified U.S. mail to:

Director of Finance & Administration
Tampa Sports Authority
4201 North Dale Mabry Highway

Tampa, Florida 33607

Should at any time the Contractor not provide or maintain the insurance coverages required in this Agreement, the Authority may terminate or suspend this Agreement.

The amounts and types of insurance shall conform to the following minimum requirements with the use of Insurance Service Office (ISO) policies, forms and endorsements or broader where applicable. Notwithstanding the foregoing, the wording of all policies, forms and endorsements must be acceptable to the Authority.

INSURANCE COVERAGE AND LIMITS

- A. **Workers' Compensation and Employers' Liability Insurance** shall be maintained in force by the Contractor during the term of this Agreement for all employees of Contractor performing Services under this Agreement, in accordance with the laws of the State of Florida. The limits of coverages shall not be less than:

Workers' Compensation:	Florida Statutory Requirements
Employers' Liability:	\$500,000 Limit Each Accident
	\$500,000 Limit Disease Aggregate
	\$500,000 Limit Disease Each Employee

- B. **Commercial General Liability Insurance** on the "full occurrence" form shall be maintained in force by the Contractor. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for the Agreement, Independent Contractors, Broad Form Property Damage including Completed Operations, and Products & Completed Operations Coverage and shall not exclude coverage for cleaning services to be provided under this Agreement by the Contractor. Limits of Coverage shall not be less than:

Bodily Injury, Personal Injury & Property Damage Liability:

\$1,000,000	Combined Single Limit Each Occurrence and Aggregate
\$1,000,000	Each occurrence and Aggregate for Liability under this Specific Agreement. The Aggregate Limits shall be separately applicable to this specific project.

- C. **Business Automobile Liability Insurance** shall be maintained in force by the Contractor as to the Ownership, maintenance, use, loading and unloading of all owned, non-owned, leased or hired vehicles to be used for this project with limits of not less than:

Bodily Injury & Property Damage Liability:

\$1,000,000 Combined Single Limit Each Accident

- D. Crime Insurance**, under a Blanket Employee Dishonesty Bond, shall be maintained by the Contractor insuring against the dishonest acts of any of Contractor's employees. The limit of Fidelity Coverage shall be the limit normally carried by the Contractor, but not less than \$50,000 each loss. The required Fidelity Bond shall provide Third Party Liability Coverage for the Authority for Contractor's Designated Employees On the Authority's Premises, and a Joint Loss Payable Clause with the Contractor and the Authority as Loss Payee to any loss payable involving the Authority's property.

These Insurance Requirements shall not limit or restrict in any way the responsibilities of the Contractor to the Authority under this Agreement.

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COST PROPOSAL

In compliance with the Request for Proposal, the proposer hereby proposes and agrees to perform the services called for in the Agreement at the prices specified herein. The Services shall be performed in an efficient and diligent manner to the satisfaction of the Authority's authorized representative. Prices must include all applicable Federal, State, County and City taxes, along with profit and overhead and any other expenses including, but not limited to, administrative charges:

All administrative overhead and equipment (home office, On-Site Manager, Assistant Manager/Administrative Assistant and Event Managers' base pay, supplies, equipment, event preparations, etc.) should be distributed over all Seven (7) Cost Proposals. For events, proposers should note the rate per man hour should be based on the time personnel are on post until the nearest quarter hour (rounded to the closet quarter) to the time they are released from their post. Time required for sign-in or arrival to post is not included in the billable time. There will be no minimum call for each employee and there will be no minimum number of employees per call. In addition to scheduled events, there will be private functions held in the club level and in other parts of the stadium that will require Contractor to provide personnel. All event preparation time will not be billable to the Authority. Authority may request per hour billing on any of the line items in the Cost Proposal.

The Tampa Sports Authority would like the successful bidder to consider retaining the six (6) full time ISS employees on their staff at their current salaries. Their current hourly rates are: \$12.50, \$10.00, \$10.00, \$9.00, \$9.00, \$9.00.

Proposer shall be responsible to schedule employees such that all time is billed at straight time rates as agreed upon. Authority shall not pay overtime for any employee unless specifically requested by Authority and approved in writing in advance. Only the Contractor's year-round, day-to-day employees will be entitled to observe the holidays listed below unless an event is scheduled.

Authority's approved holidays are:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Christmas Day

NOTE: The Authority shall bear no responsibility or cost for any overages of staff.

COST PROPOSAL: DAY-TO-DAY LABOR (Permanent & Seasonal) *Cost Proposal # 1*

Proposer should indicate the labor rate for each day-to-day position listed below (based on current positions and hours). In the **TOTALS PER YEAR** line indicate the total cost for this labor which should include all wages, taxes, benefits, overhead, profits, etc.

POSITION	APPROXIMATE HOURS	HOURLY RATE	TOTAL PER YEAR
Suite/Club Matron	6,240	\$	\$
Floorman	2,080	\$	\$
Main/Upper Concourse Porter	1,040	\$	\$
Service level/Gate/Grounds Porter	2,080	\$	\$
Pressure Washer	3,120	\$	\$
Totals Per Year			\$

CURRENT STAFFING LEVELS

<u>Position:</u>	<u>August 1st - January 31st</u>	<u>February 1st - July 31st</u>
On-Site Manager	1	1
Asst. Manager/Administrative Asst.	1	1
Event Manager	1	0
Floor Man	1	1
Suite/Club Matron	4	2
Pressure Washers	1	2
Main/Upper Concourse Porter	1	
Service Level/Gate Porters	<u>1</u>	<u>1</u>
Estimated Total	11	8

NOTE: On-Site Manager, Asst. Manager/Administrative Assistant and Event Manger costs should be reflected in the hourly rate for event staff and post-clean.

NOTE: Twenty-four to seventy-two hours prior to all stadium events, TSA employees, along with many of our contractors, will conduct a security search and assigned building inspection of the stadium. The security search and building inspection is part of the assigned duties of the successful Proposer.

COST PROPOSAL: EVENT STAFF

Cost Proposal # 2

THE FOLLOWING ARE SUBMITTED BY THE PROPOSER FOR THE PURPOSE OF:

- A. Arriving at an estimated total bid price.
- B. Proposer should indicate the labor rate per hour for each position listed below that will be supplied on an event basis. In the **COLUMN V - TOTAL DOLLAR** line indicate the total cost for this labor which should include all wages, taxes, benefits, overhead, profits, etc. Column II and III area based on past history and are approximates.

<u>Column I</u> Item Number	<u>Column II</u> Position	<u>Column III</u> Annual Hours	<u>Column IV</u> Price Per Hour	<u>Column V</u> Total Dollar (Column III x IV)
1	On-Site Manager	195	\$	\$
2	Event Manager	195	\$	\$
3	Supervisors	2,203	\$	\$
4	Sweeper Porters	6,374	\$	\$
5	Restroom Attendants	5,306	\$	\$
6	Trash/Cardboard Runners	1,103	\$	\$

<p>In the box to your right, enter the total which represents the sum of prices shown in Column V in the table above.</p>	<p>\$ _____ Total Annual Price</p>
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COST PROPOSAL: INTERIOR POST CLEAN

Cost Proposal # 3

INTERIOR POST CLEAN						
Column I Item Number	Column II Description of Cleaning Area(s)	Column III Floor Type	Column IV Square Footage	Column V Projected # of Events/ Units	Column VI Cost Per Event/Unit	Column VII Cost Per Year (Col. V x VI)
Sec. 48 - A	Tampa Sports Authority Offices			30	\$	\$
Sec. 48 - B	* East Club: Club lobbies /buffets, club lounges and all club restrooms	VCT Tile Carpet Sealed Conc.	667 9,404 38,477 237	21	\$	\$
Sec. 48 - B	* West Club: Club lobbies /buffets and Club lounges (including West Club Owner/Media elevator, hallway and all club restrooms	VCT Tile Carpet Sealed Conc.	667 9,404 38,477 238	22	\$	\$
	* To include spot cleaning of carpets only for Post Clean.					
	Suites:					
Sec. 48 - C	East lower luxury suite hallways, elevators, lobbies and terrace	VCT Tile Carpet Sealed Conc.	0 0 8,253 791	21	\$	\$
Sec. 48 - C	East upper luxury suites hallways, elevators, lobbies and terrace	VCT Tile Carpet Sealed Conc.	0 0 8,004 791	21	\$	\$
Sec. 48 - C	West lower luxury suite hallways, elevators, lobbies and terrace	VCT Tile Carpet Sealed Conc.	0 0 8,253 791	21	\$	\$
Sec. 48 - C	West upper luxury suites hallways, elevators, lobbies and terrace	VCT Tile Carpet Sealed Conc.	0 0 5,216 791	21	\$	\$
Sec. 48 - C	Mini suites (56)	Tile Carpet	60 155	728	\$	\$
Sec. 48 - C	Single suite (130)	Tile Carpet	60 375	1,690	\$	\$

INTERIOR POST CLEAN

Column I Item Number	Column II Description of Cleaning Area(s)	Column III Floor Type	Column IV Square Footage	Column V Projected # of Events/ Units	Column VI Cost Per Event/Unit	Column VII Cost Per Year (Col. V x VI)
Sec. 48 - C	Double suite (10)	Tile Carpet	60 836	130	\$	\$
Sec. 48 - C	Triple suite (1)	Tile Carpet	60 1,319	13	\$	\$
Sec. 48 - E	Two (2) team locker rooms and adjacent Interview rooms	Tile Carpet Sealed Conc.	2,340 7,800 1,084	21	\$	\$
Sec. 48 - F	Two (2) Official's locker rooms	Tile Carpet	645 800	20	\$	\$
Sec. 48 - G	Three (3) Printing/Dark rooms	VCT	980	22	\$	\$
Sec. 48 - H	National and local broadcast and storage rooms	VCT	370	20	\$	\$
Sec. 48 - I	Cheerleaders locker rooms (2)	VCT	2,448	18	\$	\$
Sec. 48 - J	Dining/post game media room	VCT	2,335	21	\$	\$
Sec. 48 - K	Ticket office	Carpet	1,348	22	\$	\$
Sec. 48 - L	Service level first aid room (1)	VCT	1,372	27	\$	\$
Sec. 48 - L	Main concourse first aid rooms (2)	VCT	1,320	25	\$	\$
Sec. 48 - L	Upper concourse first aid rooms (2)	VCT	416	13	\$	\$
Sec. 48 - M	P.R. room (service level)	VCT	192	21	\$	\$
Sec. 48 - N	All service level restrooms	Tile Sealed Conc.	635 140	22	\$	\$
Sec. 48 - O	All service level hallways, interior spaces, docks and corridors	VCT Tile Sealed Conc.	0 635 83,243	22	\$	\$

In the box to your right, enter the total for Interior Post Clean which represents the sum of prices shown in Column VII in the table above.	\$ _____ Total Annual Price
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COST PROPOSAL: BOWL POST CLEAN

Cost Proposal #4

BOWL POST CLEAN					
Column I Item Number	Column II Geographical Part of Stadium and Square Footage	Column III Number in Attendance	Column IV Projected # of Events	Column V Cost Per Event/Units	Column VI Cost Per Year (Col. IV x V)
	Cost for each Sec. 48 - U listed below should include the cost of cleaning Sec. 48 - P - T in each bid price:				
Sec. 48 - P	Concourses, Freight & Disabled Elevators				Include in Sec. 48 - U
Sec. 48 - Q	Ramps				Include in Sec. 48 - U
Sec. 48 - R	Stairways				Include in Sec. 48 - U
Sec. 48 - S	Concourse Restrooms				Include in Sec. 48 - U
Sec. 48 - T	Public Entry Gates and Plazas				Include in Sec. 48 - U
	One Side Lower: 37,600				
Sec. 48 - U	Sections 103 - 118 or 128 - 143	3,000 – 7,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections 103 - 118 or 128 - 143	7,001 – 11,000		\$	Price separately (exclude from total)
	Two Side (Lower Level): 75,200				
Sec. 48 - U	Sections 103 - 118 & 128 - 143	3,000 - 7,000	1	\$	\$
Sec. 48 - U	Sections 103 - 118 & 128 - 143	7,001 - 12,644	1	\$	\$
	Mini Bowl (Lower Levels): 125,334				
Sec. 48 - U	Sections - All 100 level seats	6,000 - 11,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections - All 100 level seats	11,001 - 16,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections - All 100 level seats	16,001 - 21,400		\$	Price separately (exclude from total)

BOWL POST CLEAN

Column I Item Number	Column II Geographical Part of Stadium and Square Footage	Column III Number in Attendance	Column IV Projected # of Events	Column V Cost Per Event/Units	Column VI Cost Per Year (Col. IV x V)
	One Side (Lower & Club Level): 92,608				
Sec. 48 - U	Sections 103 - 118, 201 - 220	3,000 - 7,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections 103 - 118, 201 - 220	7,001 - 11,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections 103 - 118, 201 - 220	11,001 - 15,436		\$	Price separately (exclude from total)
	Two Sides (Lower & Club Level): 185,216				
Sec. 48 - U	Sections 103 - 118, 201 - 220, 128 - 143 & 226 - 245	7,000 - 14,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections 103 - 118, 201 - 220, 128 - 143 & 226 - 245	14,001 - 22,000		\$	Price separately (exclude from total)
Sec. 48 - U	Sections 103 - 118, 201 - 220, 128 - 143 & 226 - 245	22,001 - 30,872		\$	Price separately (exclude from total)
	Mini-Bowl - Horseshoe: 100,266				
Sec. 48 - U	Two sides and one endzone	3,000 - 7,000		\$	Price separately (exclude from total)
Sec. 48 - U	Two sides and one endzone	7,001 - 12,000		\$	Price separately (exclude from total)
Sec. 48 - U	Two sides and one endzone	12,001 - 17,102		\$	Price separately (exclude from total)
	Lower Bowl - Horseshoe: 210,294				
Sec. 48 - U	Two sides, one endzone & all 200 level seats	7,000 - 14,000		\$	Price separately (exclude from total)
Sec. 48 - U	Two sides, one endzone & all 200 level seats	14,001 - 22,000		\$	Price separately (exclude from total)
Sec. 48 - U	Two sides, one endzone & all 200 level seats	22,001 - 30,000		\$	Price separately (exclude from total)
Sec. 48 - U	Two sides, one endzone & all 200 level seats	30,001 - 35,260		\$	Price separately (exclude from total)
	Lower Bowl: 235,360				

BOWL POST CLEAN

Column I Item Number	Column II Geographical Part of Stadium and Square Footage	Column III Number in Attendance	Column IV Projected # of Events	Column V Cost Per Event/Units	Column VI Cost Per Year (Col. IV x V)
Sec. 48 - U	All 100 and 200 level seating	10,000 - 15,000	1	\$	\$
Sec. 48 - U	All 100 and 200 level seating	15,001 - 20,000	3	\$	\$
Sec. 48 - U	All 100 and 200 level seating	20,001 - 25,000	2	\$	\$
Sec. 48 - U	All 100 and 200 level seating	25,001 - 30,000	1	\$	\$
Sec. 48 - U	All 100 and 200 level seating	30,001 - 40,581	1	\$	\$
Sec. 48 - U	Full Stadium (all sections)	10,000 - 15,000		\$	Price separately (exclude from total)
Sec. 48 - U	Full Stadium (all sections)	15,001 - 20,000		\$	Price separately (exclude from total)
Sec. 48 - U	Full Stadium (all sections)	20,001 - 25,000		\$	Price separately (exclude from total)
Sec. 48 - U	Full Stadium (all sections)	25,001 - 30,000		\$	Price separately (exclude from total)
Sec. 48 - U	Full Stadium (all sections)	30,001 - 35,000	1	\$	\$
Sec. 48 - U	Full Stadium (all sections)	35,001 - 40,000	1	\$	\$
Sec. 48 - U	Full Stadium (all sections)	40,001 - 45,000	2	\$	\$
Sec. 48 - U	Full Stadium (all sections)	45,001 - 48,000	5	\$	\$
Sec. 48 - U	Full Stadium (all sections)	48,001 - 55,000	2	\$	\$
Sec. 48 - U	Full Stadium (all sections)	55,001 - Full	3	\$	\$

In the box to your right, enter the total for Bowl Post Clean which represents the sum of prices shown in Column VI in the table above.

\$ _____ **Total Annual Price**

COST PROPOSAL: PARKING LOT POST CLEAN

Cost Proposal #5

PARKING LOT POST CLEAN				
<u>Column I</u> Item Number	<u>Column II</u> Geographic Use of Parking Lots	<u>Column III</u> Projected # of Events	<u>Column IV</u> Cost Per Lot	<u>Column V</u> Cost Per Year
1	Postage Stamp: Lot A including plaza & beds		\$	Price separately (exclude from total)
2	Postage Stamp: Lot B including plaza & beds		\$	Price separately (exclude from total)
3	Postage Stamp: Lot C including plaza & beds		\$	Price separately (exclude from total)
4	Postage Stamp: Lot D including plaza & beds		\$	Price separately (exclude from total)
5	Lot 1 Approximate Square feet / 225,000		\$	Price separately (exclude from total)
6	Lot 2 Approximate Square feet / 300,000		\$	Price separately (exclude from total)
7	Lot 3 Approximate Square feet / 208,000		\$	Price separately (exclude from total)
8	Lot 4 Approximate Square feet / 325,000		\$	Price separately (exclude from total)
9	Lot 5 / 7 Approximate Square feet / 551,248		\$	Price separately (exclude from total)
10	Lot 6 Approximate Square feet / 320,000		\$	Price separately (exclude from total)
11	Lot 6D Approximate Square feet / 288,000		\$	Price separately (exclude from total)
12	Lot 8 Approximate Square feet / 320,000		\$	Price separately (exclude from total)
13	Lot 9 Approximate Square feet / 105,000		\$	Price separately (exclude from total)
14	Lot 10 Approximate Square feet / 168,000		\$	Price separately (exclude from total)
15	Steinbrenner Field Approximate Square feet / 680,625		\$	Price separately (exclude from total)
16	Entire property including Steinbrenner Field	14	\$	\$
17	USF parking (including Lots A, B, C, D, 1, 2, 3, 4, 5, 7, 6D, 6, 8)	6	\$	\$
18	High School All Star (including Lots B, C, D, 5, 7, 6D)	1	\$	\$
19	Bucs Night Practice (including Lots A, B, C, D, 1, 2, 3, 4, 5, 7, 6D, 6, 8)	1	\$	\$

PARKING LOT POST CLEAN

<u>Column I</u> Item Number	<u>Column II</u> Geographic Use of Parking Lots	<u>Column III</u> Projected # of Events	<u>Column IV</u> Cost Per Lot	<u>Column V</u> Cost Per Year
20	HCC Full	14	\$	\$
21	HCC Half	4	\$	\$
22	HCC 1/3	4	\$	\$
23	HCC 1/4	6	\$	\$
All lots include sidewalks, drainage ditches, and grounds that extend to the streets that border the lots.				

<p>In the box to your right, enter the total for Parking Lot Post Clean which represents the sum of prices shown in Column V in the table above.</p>	<p>\$_____ Total Annual Price</p>
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COST PROPOSAL: MISCELLANEOUS CLEANING

Cost Proposal #6

Column I Item Number	Column II Geographical Part of Stadium	Column III Sq. Ft.	Column IV Projected # of Events/Units	Column V Cost Per Event/Unit	Column VI Cost Per Year
1	Stadium Field (after concerts)		1	\$	\$
2	Tampa Sports Authority offices	7,306	30	\$	\$
3	Owner's suite (1) - pre- & post-clean for Bucs games	2,235	23	\$	\$
4	Scrub Bucs Cove		12	\$	\$
5	Pressure wash Bucs Cove		3	\$	\$
6	Bonnet carpet cleaning per sq. ft. (includes moving furniture)	425,000	1	\$	\$
7	Extraction carpet cleaning per sq. ft. (includes moving furniture)	530,000	1	\$	\$
8	Employee hourly rate for other cleaning services requested by TSA		1,600 hrs.	\$	\$

<p>In the box to your right, enter the total for Miscellaneous Cleaning which represents the sum of prices shown in Column VI in the table above.</p>	<p>\$ _____ Total Annual Price</p>
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COST PROPOSAL: BEO EVENTS

Cost Proposal #7

In addition to regularly scheduled events at Raymond James Stadium, The Authority will hold approximately 163 events (BEOs) that will be held in the club lounges, stadium field, Bucs Cove, locker rooms, press box, etc. that will require personnel. The following is an estimated average based on previous years events.

CATERED FUNCTIONS CLEANING (BEOs)				
<u>Column I</u> # of Events	<u>Column II</u> Location of Event(s)	<u>Column III</u> Average Attendance	<u>Column IV</u> Cost Per Unit	<u>Column V</u> Extended Price (Col. I x Col. IV)
15	East or West Club(includes lobby)	576	\$	\$
41	Club A, B, C, D (includes lobby)	155	\$	\$
10	Home Locker Room	11	\$	\$
28	Bucs Cove	165	\$	\$
5	Media Dining Room	32	\$	\$
15	Press Box	60	\$	\$
10	Field	3,000	\$	\$
4	Owner's Suite	10	\$	\$
10	Full Lobby (includes restaurant)	200	\$	\$
25	Suites	25	\$	\$
Parking lot pickup should be included in above costs.				
Furniture Moving (based on cost per unit removed and reset) should be included in above costs.				
	Couches & love seats	n/a	\$	Price to be per piece
	Marble end tables	n/a	\$	Price to be per piece
	Wooden end tables	n/a	\$	Price to be per piece
	Wooden tables	n/a	\$	Price to be per piece
	Wooden chairs	n/a	\$	Price to be per piece
	Banquet setup (per item)	n/a	\$	Price to be per piece
	Theater setup (per item)	n/a	\$	Price to be per piece
In the box to your right represents the Annual Total for BEO Cleaning Services from column V.			\$_____ Total Annual BEO Price	

COST SUMMARY

COST PROPOSAL #	DESCRIPTION	ANNUAL TOTAL
1	Total Day-to-day Labor (Permanent & Seasonal)	\$
2	Total Event Labor Staff	\$
3	Interior Post Clean	\$
4	Bowl Post Clean	\$
5	Parking Lot Post Clean	\$
6	Total Miscellaneous Cleaning	\$
7	BEO Events	\$
GRAND TOTAL FOR RJS CLEANING SERVICES		\$

In responding to this request for proposal, the Authority requires the following information from your company:

NAME OF FIRM: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

WORK #: _____ **FAX #:** _____ **CELL #:** _____

Authorized Signature of Company Rep.

Title

STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement, please return this form immediately to:

**Tampa Sports Authority
Purchasing Department
4201 North Dale Mabry
Tampa, FL 33607**

We, the undersigned, have declined to bid on your RFP #14-07 for Cleaning Services for Raymond James Stadium due to the following reasons:

- _____ Specifications to "tight", geared toward one brand or manufacturer only (explain below).
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ Specifications unclear (explain below).
- _____ We do not offer this product or an equivalent.
- _____ Our product schedule would not permit us to perform.
- _____ Unable to meet specifications.
- _____ Other (explain below).

REMARKS:

We understand that if the "No Bid" letter is not executed and returned, our name may be deleted from the list of qualified bidders for Tampa Sports Authority.

COMPANY NAME: _____

SIGNATURE: _____

PHONE NUMBER: _____ DATE: _____