



Rhode Island Airport Corporation

June 26, 2015

**REQUEST FOR PROPOSALS
for
JANITORIAL SERVICES
at
T. F. GREEN AIRPORT**

RFP No. 25919



Jeffrey P. Goulart
Purchasing Agent

LIST OF ATTACHMENTS AND EXHIBITS

- ATTACHMENT ABusiness Specifications
- ATTACHMENT B.Performance Specifications
- ATTACHMENT CGlass Cleaning Project Specifications
- ATTACHMENT DExceptions to Professional Services Agreement
- ATTACHMENT ESample Professional Services Agreement
- ATTACHMENT F.....Staffing Plan
- ATTACHMENT GDetail Costing Template
- ATTACHMENT H.....Visitor Badge Application
- EXHIBIT A.....Floor Plans
- EXHIBIT B.....Carpet, Flooring and Ceiling Surfaces Maintenance Specifications

INTRODUCTION

The Rhode Island Airport Corporation (RIAC) is seeking proposals from qualified janitorial firms (VENDOR) with airport experience or equivalent, to provide cleaning services for the Terminal Building, INTERLINK Facility Skywalk, and other outlying buildings at T. F. Green Airport in Warwick, RI, as defined below:

1. **RIAC/Public Space** - the spaces occupied by RIAC staff or the common use public/airline/car rental areas. This includes the Terminal Building, RIAC Terminal offices, Terminal Airport Police, International Customs/FIS, Airfield Maintenance Facility, Hangar 2 and Operations facilities. Note: ARFF and Glycol Facilities are excluded.
2. **INTERLINK Spaces** – includes the Terminal End Foyer, Elevated Walkway (Sky Bridge/Skywalk), Car Rental Customer Service Offices and the Car Rental/Commuter Rail Platform Parking Garage common use public areas.
3. **International Customs Space/FIS** – this space is located on the first floor of the Terminal Building used primarily for international flights.
4. **Glass Cleaning Project**– includes all exposed exterior glass inside and outside the Terminal and INTERLINK Buildings. The frequency of this glass cleaning will be at RIAC's discretion.

For a more detailed description of services required please refer to Performance Specifications (**Attachment B**) and Terminal Glass Cleaning Specifications (**Attachment C**).

REQUEST FOR PROPOSAL (RFP) REQUIREMENTS

- A. RIAC will conduct a **mandatory** pre-proposal conference and tour of the facilities on **July 16, 2015 at 1:00 p.m. local time** in the Warwick Conference Room. Proposals will only be accepted from firms that attend this mandatory conference. In order to participate in the site tour following the meeting, all attendees must complete the Visitor Badge Application (**Attachment H**) and return **no later than July 14, 2015** to procurement@pvdairport.com and note in the Subject line Contract 25919 – Janitorial Services.
- B. RIAC requires respondents to keep the proposal to a maximum of fifteen (15) double sided 8½" x 11" pages, typed no less than 12 point font size, excluding an Executive Summary (which should not exceed two (2) single-sided pages), and Detailed Costing sheets.
- C. Proposing firms shall submit one (1) electronic (thumb/flash drive only accepted) and five (5) printed copies of the proposal to:

Office of Procurement
Rhode Island Airport Corporation
T. F. Green Airport
2000 Post Road, 3rd Floor
Warwick, RI 02886-1533
Attn: Janitorial Services – Contract 25919

- D. The proposal must be submitted no later than **1:00 p.m., August 6, 2015, local time**. Late submissions will **not** be accepted. All proposals will be time-stamped upon receipt and any proposals received after the time specified above will be returned unopened. In order to control the dissemination of information regarding this RFP, organizations interested in submitting proposals shall not make personal contact with any member of the RIAC staff. Questions concerning this Request for Proposals (RFP) should be directed, via email, to procurement@pvdairport.com **no later than 1:00 p.m., July 23, 2015**. RIAC will respond to all relevant questions **no later than July 28, 2015 via addendum**. This addendum will be posted to RIAC's website www.pvdairport.com/corporate/procurement and to the State of Rhode Island's Division of Purchasing website www.purchasing.ri.gov/.

RIAC accepts no financial responsibility for any costs incurred by a proposer in either responding to this RFP, or in participating in oral presentations or in any meetings with RIAC. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. By submitting a proposal, the proposer certifies that it has fully read and understands the RFP, has full knowledge of the description of work to be provided, and accepts the terms and conditions under which the services are to be performed.

RIAC reserves the right to interview some, all or none of the firms responding to this RFP based solely on its judgment as to the firm(s) proposals and capabilities. Should it be determined by RIAC that in-person interviews are necessary, it is anticipated that such interviews will be scheduled **August 18, 2015 through August 20, 2015**. RIAC reserves the right to reject any and all submittals, to request and consider additional information from submitters, and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least ninety (90) days after the time and date set for submission.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provisions of this RFP, prior to the issuance of a Professional Services Agreement (PSA) for these services.

Procedures respecting submittals and the selection of a firm shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode

Island and RIAC procurement rules.

SUBMITTAL CRITERIA

All proposals must include the following items which will assist in the evaluation:

A. Corporate Qualifications

- a. Brief history of the firm in an Executive Summary
 - i. Include Contact information (name, title, address, phone number and email address) for individuals responsible for 1.) negotiating and signing PSA, and 2.) responding to requests for additional information regarding this RFP.
- b. Most current Audited Financial Statements

B. Experience/Client References

- a. Provide a list of at least five (5) clients demonstrating experience in similar contracts which are 1.) open to the public, 2.) have high volume public traffic, 3.) 24 hour continuous coverage, and 3.) have at least 400,000 sq. ft. net cleanable space. Client contract terms must be for at least five (5) years preceding the date of this RFP. Must have experience specific to the conditions relating to airports or equivalent.
- b. Provide at least five (5) client references for which janitorial services are currently provided, including name, address, contact person, telephone number, email address, months/years of service, and a description of the service provided.

C. Proposed Operational Plans

- a. Staffing Schedule and Staffing Plan
- b. Training Plan
- c. Carpet Maintenance Plan
- d. Recycling Plan (Sample plan only. RIAC specific plan due within 30 days of contract commencement.)
- e. Cleaning Chemical Specifications
- f. Equipment/Materials Specifications
- g. Policy and Procedure Manual (Sample plan only. RIAC specific plan due within 30 days of contract commencement.)

D. Cost Proposal

- a. Provide a complete Cost Detail sheet (Attachment G) based upon proposed Operational Plans for all locations, including INTERLINK spaces. This Cost Detail sheet is available in MS Excel upon request by contacting procurement@pvdairport.com.
- b. Please submit a separate allocation for costs associated with the INTERLINK space. This will not be used as part of the evaluation criteria, just for RIAC informational purposes.

All VENDORS must meet all the required Business Specifications (Attachment A) and

Performance Specifications (Attachment B). If unable to comply, the proposal will be deemed non-responsive.

EVALUATION CRITERIA

A Selection Committee from RIAC will review the proposals to determine the best qualified VENDOR to perform the services. Depending upon the number of proposals, RIAC may select directly from the list of proposing VENDORS, or may develop a shortlist of firms and invite them to interview for final selection. While some criteria may be ranked higher than others in the selection process, the firm that achieves the highest overall ranking will be considered the top-ranked VENDOR by the Selection Committee. The decision as to the process, timing, and selection will be based entirely on the judgment of RIAC's selection committee. The proposals will be evaluated using the following criteria:

A. Experience	25%
Necessary experience, organization, technical and managerial staff with the capability and capacity to carry out the requested services.	
B. Operational Plans	25%
Adequate schedules and plans to perform the services needed.	
C. References	25%
Adequate record of performance/service at five (5) similar facilities, verifiable through references.	
D. Pricing	25%
Pricing to include all materials and labor related to the requested services based upon the Plans provided. Pricing will be evaluated based on the five (5) year average cost calculated in the Cost Detail Sheet (Attachment G).	
Total	100%

INSURANCE REQUIREMENTS

Evidence of the following minimum insurance coverage must be provided:

- a. General Liability limits of \$1,000,000 per occurrence.
- b. Motor Vehicle Liability Insurance with limits of \$1,000,000.
- c. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
- d. Umbrella Liability limits of \$5,000,000 excess of \$1,000,000 primary layer.

RIAC and the State of Rhode Island shall be named as additional insured on all policies of insurance with the exception of Worker's Compensation insurance.

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

In accordance with Title 49, CFR.26, it is RIAC's policy to provide DBEs the opportunity to compete and/or participate in the performance of RIAC contracts. A DBE participation goal will be determined on a Task Order basis and consistent with the current DBE goal on file with the FAA. The selected firm(s) will, as necessary, complete DBE reporting requirements.

STANDARD PROFESSIONAL SERVICE AGREEMENT

RIAC's standard Professional Service Agreement (PSA) is attached hereto and incorporated herein by this reference (**Attachment E**). RIAC expects the successful proposer to execute this form of PSA. Any exceptions to the terms of the PSA **must** be noted (by Section number and line) on the form provided (**Attachment D**) and included with proposal. RIAC reserves the right to accept, reject or modify any exceptions noted.

Once selections are completed, the selected firm will execute a PSA with an initial term of three (3) years (November 1, 2015 through October 31, 2018), with up to two (2) additional one-year options, awarded at the sole discretion of RIAC. Actual work undertaken will be by separate and distinct task orders.

ADDITIONAL REQUIREMENTS

Campaign Finance Compliance

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made. (RI General Law 17-27) Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056). For the purposes of this RFP RAIC asks that Vendors commit to properly filing all appropriate documentation prior to any contract being signed.

Major State Decision-Maker

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;

- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

ATTACHMENT 'A'

BUSINESS SPECIFICATIONS

This part of the RFP contains Business Specifications for Janitorial Services. The VENDOR must meet all Business Specifications listed in this part of the RFP. VENDORS who fail to meet a mandatory specification will be deemed non-responsive.

VENDOR'S Experience and Years in Business

VENDORS submitting proposals must have been in the business of providing janitorial services to similar facilities with at least 400,000 sq. ft. (facilities that are open to the public, have high traffic volume, and require 24 hour continuous independent coverage) for at least five (5) years preceding proposal date. Must have experience specific to the conditions relating to airports or equivalent.

VENDOR'S Client References

VENDORS must provide at least five (5) Client References for which janitorial services are currently provided, including client name, address, contact person, telephone number, email address, months/years of service, and a description of the service provided. These references will be used to support the VENDOR'S ability to supply the services stated in the RFP.

Policy and Procedure Manual

VENDOR must provide a copy of their current policy and procedure manual for review by RIAC and a RIAC specific Carpet Maintenance Plan as part of this proposal..

Account Manager

For purposes of contract management, the VENDOR must provide an individual who will be named the Account Manager for the term of the PSA. The role of Account Manager will be to serve as the liaison between the VENDOR and RIAC. The Account Manager must be available to attend weekly building maintenance meetings.

VENDOR shall acknowledge quality of work performed by their Account Manager by instituting an annual pay for performance bonus program. The review shall be presented to and agreed upon by the RIAC Project Manager before being implemented.

VENDOR'S Employees

VENDOR will provide employees with uniforms approved by RIAC. Employees must present a neat clean appearance and behave in a courteous manner.

VENDOR employees must be able to understand and speak the English language in

the performance of their duties.

VENDOR employees must not use offensive language or behave in a loud, boisterous or offensive manner. Employees whose conduct is detrimental to the best interest of RIAC will be removed and replaced by VENDOR.

State of Rhode Island Prevailing Wage does not apply to VENDOR employees but employees are represented by SEIU 615 union.

Identification Badges

Each employee shall carry an Identification Badge issued by RIAC to be worn in a visible location, as prescribed by the Transportation Security Administration (TSA). Badge is to be worn on their person at all times while performing services on RIAC premises. VENDOR will be charged a fee of \$80 and a deposit of \$250 for each badge issued.

Identification Badges may not be issued until VENDOR has complied with RIAC and TSA requirements regarding the issuance of Identification Badges including a background check of each prospective employee by VENDOR.

The VENDOR shall provide a personal history form for each prospective employee assigned to the contract. Information is to include a 10-year background check as required by the TSA.

Audited Financial Statements

The VENDOR must submit their last three (3) years of annual reports, audited and certified by an independent Certified Public Accountant and an interim balance sheet noting any significant financial events since closing of the most recent statements.

Federal Standards & Safety

VENDOR shall comply with all Occupational Safety and Health Administration (OSHA) enforcement procedures and training for occupational exposure to blood borne pathogens, hazardous material handling and lock out/tag out before being allowed to work on RIAC property. Training procedures, records and documentation of instructor qualifications or certification shall be made available to RIAC upon request.

VENDOR shall provide to all employees safety equipment including, but not limited to, gloves, safety glasses and protective clothing. VENDOR will also maintain a safety awareness program that includes the proper use of ladders and other equipment for all employees.

Access to VENDOR Records

At all times during the term of the PSA, the VENDOR shall make available to RIAC, upon request of RIAC, any and all records pertaining to the VENDOR'S operations as

they pertain to the PSA. Records to be made available include, but are not limited to, payroll, employee training relative to blood borne pathogens, hazardous materials and lock out/tag out procedures.

Hold Harmless

VENDOR will indemnify, defend, and hold harmless RIAC, its officers, agents, and employees from and against any and all loss, damage, injuries, claims, cause or cause of action, or any liability of any kind whatsoever resulting from, or arising out of, or in connection with the services/work or equipment/materials provided by VENDOR pursuant to this agreement.

Surety

The VENDOR shall, prior to execution of the PSA, furnish a good and sufficient surety in the form of a Performance Bond, Letter of Credit, Cashier's Check, or other form acceptable to RIAC in an amount equal to 25% of the total of Year One contract cost.

ATTACHMENT 'B'

PERFORMANCE SPECIFICATIONS

Mandatory Service Components Required for ALL Facilities

1. The following services should be performed in the Vestibules/Entry Ways:

DAILY:

- Empty, clean and re-line trash containers;
- Clean ash containers;
- Dust all surfaces including stainless steel conveyor enclosures;
- Spot clean walls;
- Clean glass and glass ledges up to a minimum of 8 feet or next logical upward termination point from floor surface;
- Vacuum floors and mats; and
- Sweep away any debris from outside of entrances which may be tracked inside.

PERIODIC (as necessary):

- Strip and refinish tile;
- Extract carpets; and
- Remove sand, dirt, gum, etc. from entrance carpeting and matting.

NOTE: Due to heavy use, the Terminal and INTERLINK Entry Ways and Vestibules will need frequent service throughout the day. Since they give the first impression of the facility, it is important that they be maintained in as high a standard as possible.

2. The following services should be performed in the RIAC/Public Spaces, Entrance Lobby, Ticketing Lobby, Baggage Claim, Concourse Corridors, Skywalk, Car Rental Customer Service Lobby, Commuter Rail Platform and all other common use spaces:

DAILY:

- Empty, clean and re-line trash containers;
- Check all surfaces for dust and clean as necessary;
- Check furniture and clean as necessary;
- Spot clean and dust walls, columns and courtesy phones;
- Power vacuum all carpeted areas;
- Spot clean as necessary;
- Dry Mop, vacuum and wash floors;
- Remove gum; and
- Clean glass to a minimum of eight (8) feet or next logical upward termination point from floor surface.

PERIODIC (as necessary):

- Shampoo, pile lift and/or extract carpets to maintain integrity and appearance per manufacturer's specifications;
- Machine scrub floors;
- Thoroughly wash walls;
- Clean all air vents, registers and diffusers;
- Remove all dust and dirt from ceilings; and
- Thoroughly clean furniture.

Additional Terminal Specific Requirements Include The Following:

- In Airline Baggage Claim Areas: in addition to daily duties, clean carousels, dust, polish stainless steel, remove stickers, etc.;
- Check these areas frequently during the day to maintain the highest standard of cleanliness; and
- Carpet manufacturer's maintenance instructions must be followed at a minimum, especially in high traffic areas, in order to maintain the highest standard of appearance and warranties.

NOTE:

- The RIAC Terminal offices, Airfield Maintenance, and Hangar 3 facilities will be cleaned once per day, 5 days per week (Monday thru Friday). The Terminal Airport Police office areas, Operations and Hangar 2 will be serviced once per day, 7 days a week.
- The International Customs Space/FIS area cleaning will be required on an as needed basis or as the space is used or flights scheduled.

For the purposes of this solicitation, assume the following schedule:

- June 2015 – early September 2015
 - Monday 1 flight, Tuesday 1 flight, Thursday 2 flights (back-to-back)
- Early September 2015 – mid December 2015
 - Thursday 1 flight
- Mid December 2015 – early January 2016
 - Tuesday 1 flight, Thursday 1 flight
- Early January 2016 – May 2016
 - Thursday 1 flight

Schedules are always subject to change and are controlled solely by the airlines and not RIAC.

3. Rest Rooms:

DAILY:

- Empty, clean and re-line trash containers;
- Dust all horizontal surfaces to include air vents;
- Spot clean and sanitize all walls, partitions, doors, door frames, and

- mirrors;
- Clean and sanitize sinks, urinals, and toilets;
- Replenish paper supplies, hand soap, deodorizers, etc; and
- Clean and sanitize floor.

PERIODIC (as necessary):

- Machine scrub and sanitize floors;
- Thoroughly wash and sanitize walls;
- Clean all air vents, registers and diffusers; and
- Remove all dust and dirt from ceilings.

Additional Specific Requirements Include The Following:

- The Terminal and INTERLINK Facility has eight (8) sets [sixteen (16) Men's/Women's Public Restrooms], and five (5) smaller private use bathrooms. These public restrooms are to be checked or serviced every sixty (60) minutes from 4:30 a.m. to 12:30 a.m. (by male/female porters) to keep bathrooms continuously open, and to ensure they remain clean, fully stocked, and presentable at all times.
- All other Terminal and INTERLINK facilities (RIAC/public/airline, common use bathrooms) approximately eight (8) sets, are to be serviced periodically and daily as needed.
- The other five (5) RIAC restrooms are to be cleaned once per day.

4. RIAC Administrative Offices, Conference Rooms, Break Areas, Locker Areas and All Other RIAC Offices or Common Use Spaces:

DAILY:

- Empty, clean and re-line trash containers;
- Pick up litter, inspect and spot vacuum, spot clean all surfaces including furniture and carpet;
- Dry mop and wet mop floors (if tiled); and
- In Kitchenettes, wash counters, sinks.

WEEKLY:

- Thoroughly dust all surfaces;
- Dry mop and vacuum floors including corners and edges;
- Spot clean walls, doors, door frames, glass, etc.; and
- Disinfect telephones and clean furniture.

PERIODIC (as necessary):

- Scrub, strip and recoat tile floors;
- Shampoo carpets; and
- Thoroughly clean all surfaces and furniture.

Additional Specific Requirements Include The Following:

- All surfaces are to be maintained so as to retain their original appearance and integrity and to maintain all manufacturer warranties.
- Additional conference room cleanings will be required, when notified by RIAC, after meetings have been completed, daily.

5. Tile Corridors

DAILY:

- Dry mop and vacuum;
- Check all surfaces, spot wash and dust as needed; and
- Wash floors.

WEEKLY:

- Wash floors;
- Apply conditioner; and
- Burnish floors.

PERIODIC (as necessary):

- Scrub and recoat or strip and refinish to maintain a high standard of appearance. At a minimum, floors must be stripped and waxed quarterly. Remove any excess floor finish from doors, door frames, cove base, etc.

6. Stairwells

DAILY:

- Sweep or vacuum to remove all dust and debris;
- Spot clean walls and handrails;
- Spot clean doors and door frames; and
- Spot clean glass and window frames.

WEEKLY:

- Sweep or vacuum and wash to remove all dirt and debris; and
- Thoroughly dust all surfaces, stair supports, risers, standpipes, light fixtures, etc.

PERIODIC (as necessary):

- Machine wash stairs and landings.

7. Elevators (including INTERLINK Facility)

DAILY:

- Remove litter, gum and spots;
- Spot mop and vacuum;
- Clean tracks;
- Clean doors, walks and ceilings;

- Clean and sanitize emergency phones; and
- Clean interior & exterior glass walls.

WEEKLY:

- Polish all stainless steel.

PERIODIC (as necessary):

- Machine scrub and refinish tile; and
- Extract carpets.

NOTE: The Terminal and INTERLINK elevator floors will need to be checked and cleaned frequently due to high use.

8. Escalators and Moving Walkways (Including INTERLINK Facility)

DAILY:

- Remove all dirt and debris;
- Clean stainless steel and glass; and
- Clean and sanitize handrails.

PERIODIC (as necessary):

- Clean floor and stair treads and risers (utilizing tread cleaning equipment).

9. Sidewalks (Including INTERLINK Facility)

- Terminal 1st Level – All Arrivals Walkways (from RIAC Garage A through to the Traffic Light Intersection), Commercial Vehicle Island, and the Public Art area (going towards the short term lot parking area); and
- Terminal 2nd Level – All Departures Walkways up to RIAC Garage A, INTERLINK Facility All Levels – All Common use Walkways in Garage Parking, Commuter Drop-off and Commuter Rail Platform areas.

DAILY (twice a day - more often as necessary):

- Remove all litter;
- Remove gum;
- Empty, clean and re-line trash and cigarette receptacles; and
- Spot clean/mop surfaces under and around ash/trash receptacles as needed.

PERIODIC (as necessary):

- Power-sweep and wash with high pressure washer (hot water or steam unit as needed).

10. Public Drinking Fountains/Public Telephones

DAILY:

- Check frequently throughout the day. Clean and sanitize.

11. Information Display Monitors (Including INTERLINK Facility)

WEEKLY:

- Inspect all Information Display Monitor Systems and clean as necessary. System equipment is primarily liquid crystal display (LCD) technology.

12. Placement of Walk-Off Mats in Winter (Mats to be provided by RIAC)

- Place mats in designated areas as seasonally required;
- Maintain the same as for carpeting (i.e. "Daily" and "Periodic");
- Change mats as necessary;
- Remove when not needed (i.e. clean weather); and
- Clean and store properly.

13. Screening Checkpoint and TSA Used Spaces

The Airport or its contractor shall provide the following services, **as applicable**, at the specified frequencies or as needed to accommodate surge conditions:

DAILY:

- Remove trash Twice Daily
- Vacuum carpet Daily
- Sweep North and South Baggage Screening, OSARP and Specialized Screening Room Floors
- Clean/disinfect divestiture bins at checkpoint using antibacterial cleaning agent
- Clean bin carts
- Clean AIT units, per specific directions below:

○ AIT Portal Area Cleaning

1. Using a vacuum cleaner, remove all dust and debris from the portal ceiling.
2. Wipe the ceiling area using a clean wipe moistened with anti-static surface foam cleaner.
3. Using a vacuum cleaner, remove all dirt and debris from the portal floor.
4. Wash the floors, walking mat and ramps with a mild soap and water solution and a clean lint free cloth. Use a non-metallic scrub brush as required. Dry the floor with a clean lint free cloth.
5. Inspect that the foot prints are in good condition.

WEEKLY:

- Dust TSA equipment, desks, and all other horizontal surfaces in the checkpoint, North and South Baggage Screening, OSARP, and Specialized Screening Rooms. This includes passenger benches and the legs of the search tables.
- Mop North and South Baggage Screening, OSARP and Specialized Screening room.

MONTHLY:

- Vacuum fans in checkpoint and in North and South Bag Search Rooms.
- Clean divestiture bins
- Wash and disinfect trash barrels:

QUARTERLY:

- Vacuum structural beams and light fixtures in checkpoint and OSARP at least quarterly (or sooner if requested by TSA)
- Hot water extraction of carpet and mats in checkpoint Quarterly Vacuum and wash HVAC vents in checkpoint and in North and South Baggage Screening, OSARP, and Specialized Screening Room

SEMI-ANNUAL:

- Strip and wax North and South Baggage Screening OSARP, and Specialized Screening Room floors

NOTE: Janitorial Services shall be performed throughout the Space unless otherwise indicated. Special services, to include the clean-up of bio-hazardous spills, shall be provided immediately upon request of TSA personnel.

14. Miscellaneous

- Biological and common spills – need to be cleaned immediately following proper procedures and safety requirements;
- Ensure that interior high elevations, corners, ledges are kept free of visible dust and cobwebs;
- Periodically clean light lenses and covers in cooperation with RIAC Maintenance when they perform scheduled light fixture re-lamping; and
- All interior and exterior glass in RIAC/Public Common use spaces are to be checked daily and spot cleaned as necessary, to maintain the highest level of cleanliness and to a minimum of 8 feet or next logical upward termination point from floor surface.

VENDOR Responsibility and Requirements

1. Trash Removal

VENDOR is responsible for removal of all trash (in covered containers) and

waste from service areas and from the property at VENDOR'S cost utilizing existing self-contained compactors/dumpsters that are leased by other tenants. The cost of these dumpsters will be prorated among all tenant users and VENDOR portion billed directly to VENDOR. Additional Trash Containers can be located at the Interlink Building at VENDOR'S expense.

2. **Recycling**

VENDOR is responsible for developing and maintaining a pro-active recycling plan to be approved by the Project Manager. A RIAC specific Recycling Plan must be submitted to the Project Manager within 30 days of contract commencement. VENDOR will provide self-contained waste recycling dumpsters or containers to ensure proper disposal of all recycled materials.

3. **Glass Cleaning of Terminal and INTERLINK**

All exterior and interior glass is to be cleaned as outlined in Attachment C - Glass Cleaning Project Specifications included with this RFP. Entire glass cleaning must be accomplished as one continuous project, typically within a 4 - 6 week period. The frequency of this glass cleaning will be at RIAC's sole discretion.

4. **Cleaning Chemicals**

VENDOR will provide ALL the chemicals necessary for the performance of duties listed above. Chemicals will be of the highest quality and environmentally friendly "Green Certified" types (exception would be not to void any manufacturer warranties). VENDOR will provide to RIAC, the specifications, brand names of all chemicals and MSDS' **as part of the proposal**. If any new cleaning chemicals used, specifications, brand names and MSDS' will be sent to Project Manager as necessary.

5. **Equipment**

VENDOR will provide all equipment (both major and minor), required to perform the duties listed above (like high volume ride on carpet vacuum, extraction unit, escalator/moving walk tread cleaner and "Kaivac Type" cleaning equipment). All vacuum cleaners will have HEPA type filtration. VENDOR will provide specifications, nomenclature and brand names of all equipment or materials to RIAC **as part of this proposal**.

6. **Key Policy**

RIAC will provide the VENDOR with keys necessary to gain access to areas to be cleaned. Security of these keys and adhering to RIAC's Key Policy is the responsibility of the VENDOR. Keys are not to be removed from the premises at any time and shall not be duplicated by the VENDOR for any purpose.

7. **Warranties**

VENDOR will meet all manufacturer finish requirements to ensure that warranties of all surfaces, specifically carpeting, flooring and ceilings are kept in force. A

detailed carpet maintenance plan identifying frequency of cleaning by area, equipment or materials to be used, and the labor to dedicate to these tasks will be provided by RIAC **as part of this proposal**. Please reference Exhibits A and B.

8. **Policy and Procedure Manual**

The selected VENDOR will develop and maintain a Policy and Procedure Manual specific to the RIAC facility which details all items such as fixtures, surfaces, furniture, areas, stairways, offices, and the specific procedure to be performed on each item. This will include frequencies and intensity of cleaning, i.e. daily, weekly, monthly, annually, etc. The Manual is to be completed and presented to the RIAC Project Manager within 30 days of contract commencement. The Manual will become the property of RIAC. The Manual will be modified as changes occur and reviewed at least once annually.

9. **Communication**

It will be the responsibility of the VENDOR to provide to RIAC information so that RIAC can communicate with the VENDOR'S key staff and account representatives. This is to include cell phones, pagers, fax, and e-mail information. To ensure the highest level of customer service, the use of portable two-way radio equipment will be required for all key staff [minimum of two (2) units] on duty for immediate response to any need which may arise. A single channel, wide band, VHF, five (5) watt handheld portable radio is required and shall be programmed to one of RIAC'S business frequencies.

Note: RIAC will provide all consumable supplies, such as paper products, plastic trash liners, and hand soap. Vendor shall manage the supplies inventory in RIAC provided storage spaces and office area.

Licensing requirement

Any licensing requirement will be borne by VENDOR.

Quality Assurance

1. The VENDOR will be required on a weekly basis to perform a walkthrough of RIAC buildings with the RIAC Project Manager or his/her representative. The purpose of this inspection is to produce a quality assurance report on individual key areas of responsibility. This report will contain scaled individual task scores as well as a total quantitative score which will reflect the level of cleaning in each building area represented.
2. VENDOR will provide a written quality assurance report on a monthly basis to verify that RIAC standards are met. The format of this report will be agreed upon between RIAC and the successful VENDOR prior to the start of operations.

3. VENDOR will employ a quality control inspector, approved by RIAC, to perform a quarterly quality assurance inspection and provide a report in a RIAC approved format, to ensure that the highest standards are met.

VENDOR/RIAC Meetings

VENDOR representative (Account Manager) will meet with RIAC Project Manager on a weekly basis to review VENDOR performance. Project cleaning schedules results of quality control inspections, bathroom check lists and proof of payroll records or reports (past and future weeks) are to be provided and reviewed at this meeting.

Staffing

VENDOR must provide adequate staffing to ensure the continuous cleanliness of all airport facilities. VENDOR must provide enough staff on each shift to ensure that the facility is maintained at the highest possible standard of cleanliness, and specify all project personnel proposed.

VENDOR must provide a supervisor or "lead worker" continuously on-site for each shift who should be readily available to RIAC representatives to address any concerns.

VENDOR must provide a staffing plan including wages and benefits which has a minimum requirement of seven (7) workers (including at least 3 male and 3 female) on duty at all times between the hours of 4:30 a.m. and 12:30 a.m. VENDOR must ensure sufficient substitute personnel are available to maintain staffing levels, required levels of cleaning, and quality parameters. Describe in detail a plan to attract, hire, train and retain staff to levels indicated above. VENDOR shall be able to demonstrate their ability to staff, operate, and manage these locations for up to twenty-four (24) hours per day, seven (7) days per week. Vendor shall submit a staffing schedule with the proposed coverage to maintain the current operating hours. The staffing schedule will become an exhibit to the executed Agreement. The staffing plan shall be required to be shown as part of the pro forma statement in **Attachment F**. The pro forma statement shall be required to include wage and benefit assumptions. Detail the differences in responsibilities and duties for each management and staff level, i.e., general manager, assistant manager, shift supervisors, etc.

VENDOR must provide a specific description of their Training Plan. Differentiate and describe initial and ongoing training programs. Specifically describe how you will guarantee that the Training Plans you submit will in fact be given to new employees. Outline in detail the orientation/training schedule for the first two weeks of employment for a new or transferring employee (i.e., badging, training programs – both in house and out, orientation, initial duties in the Assigned Premises, probationary periods, etc.).

Contractor/Facility Meeting

No later than five (5) business days after Notice of Award, the VENDOR shall have the Account Manager meet with the Project Manager regarding the manner in which the services are to be implemented.

Adjustment of Services

RIAC reserves the right to eliminate, reduce or otherwise adjust the scope of the services provided by the VENDOR as defined elsewhere in this document with the appropriate adjustment in compensation paid to the VENDOR.

Termination of Contract

In the event of the bankruptcy or insolvency of the VENDOR, or in the event of violation of any of the terms of these conditions, or in the event that RIAC in its sole discretion determines that the VENDOR is not performing its duties in a proper or quality manner, or in the event a continuing pattern of violations are committed, regardless if cured in the proper manner, RIAC may, upon ten (10) days written notice, declare the PSA terminated and the VENDOR will be liable for damages in the amount of costs associated with the process of securing another VENDOR. RIAC may terminate the PSA without cause, in whole or in part, when it is in the best interest of RIAC, upon thirty (30) days written notice to the VENDOR. If the Agreement is terminated, RIAC shall be liable only for payment of the services rendered before the effective date of termination.

ATTACHMENT 'C'

GLASS CLEANING PROJECT SPECIFICATIONS

The scope of work is to provide the labor, materials, supplies, equipment, work platforms, man lifts, hoisting, police details and supervision necessary for, and incidental to, completing glass cleaning of all exposed glass surfaces inside and outside the Terminal and INTERLINK facilities at T. F. Green Airport. The frequency of this glass cleaning will be at RIAC's discretion.

1. Areas to be cleaned include, but are not limited to;
 - A) All exterior glass and structure supports associated at the Terminal and INTERLINK facilities perimeters on the Concourses, Garage Stairways and Canopies throughout the first, second and third floors. Items such as:
 - 1) Windows, window casings or frames;
 - 2) Glass on doors, and door casing or frames;
 - 3) Glass walls and casings or frames;
 - 4) Glass rails and guard rails;
 - 5) All canopies, glass curtain walls, skylights, Daylight Diffusers and their structural steel supports; and
 - 6) Electrical lighting fixtures and their glass on Terminal canopies, and lower roadway and INTERLINK exterior (including the Skywalk and Garage).
 - B) All interior glass surfaces within the Terminal and INTERLINK facilities, except for tenants (Airlines, Car Rental and Concessions) exclusive use areas. Items such as:
 - 1) Windows, window casings and frames;
 - 2) Glass on doors, door casings and frames;
 - 3) Glass curtain walls, skylights and their frames or supports;
 - 4) Automatic Glass Doors (Including glass elevators and enclosures);
 - 5) All glass railings and balustrades (including escalators and moving walkways);
 - 6) All glass and metal frames within stairways;
 - 7) All electrical fixtures and their glass on the Terminal Lobby, North and South Concourse, High bay, Screening Areas and INTERLINK Lobby, Sky Bridge, Skywalk and Car Rental areas. Including all accent up lighting types and structural support metal framing (like the entrance to the Food Court area);
 - 8) Art work metal framing and its glass in the Terminal High Bay area; and
 - 9) All Sky Bridge Metal Ceiling and Skywalk Specialty Ceiling.

2. Clean is defined as: Removal of all dust, dirt, streaks, stains, spots and grease marks from all surfaces to be cleaned and removal of all small pieces of trash and debris. Dust shall be removed and contained using vacuums containing HEPA filtration versus dust brushes.
3. All cleaning materials shall be from new containers, shall be from a nationally recognized brand (include MSDS') and shall be fully compatible with the surfaces to be cleaned. It is the VENDOR'S responsibility to investigate and confirm this compatibility before performing all glass cleaning work. Provide RIAC a list of all cleaning materials and their application, and equipment to be used on the job.
4. VENDOR is responsible to protect all surfaces. Please note that the VENDOR will be required to provide protection over carpet and terrazzo flooring for any of its work, including hoisting or lifting equipment.
5. All equipment used in the execution of this PSA shall be in good working order, maintained and operated as described by the equipment manufacturer.
6. Glass cleaning work for a given surface or area will not be complete until it is inspected and accepted by RIAC in writing. It is the VENDOR'S responsibility to notify RIAC when work is ready for inspection.
7. VENDOR must visit the site and become familiar with work areas and conditions, including all associated costs relative to work areas, working in secured FAA regulated areas, and badge their employees as required by these regulations.
8. A source for electrical power and water will be provided by RIAC. The VENDOR will be responsible to provide extension cords and hoses.
9. VENDOR shall provide RIAC with a copy of their site specific Safety Plan to insure all safety standards (i.e. OSHA's six foot tie off rule) are being met. This safety plan is to be reviewed and approved by the RIAC Project Manager prior to start of any glass cleaning work.
10. All work affecting the airfield ramp, parking lots and roadway areas shall be the VENDOR'S responsibility to coordinate with the respective entity (RIAC, City of Warwick or State of RI), to include securing safe work areas and any traffic details required.
11. VENDOR will be responsible for scheduling all work to be performed around daily operations. If any disruption in operations or safety to others is noticed or reported, the VENDOR shall be responsible for rescheduling this work to off hours (between 12:00 a.m. - 5:00 a.m.), or another agreed upon time approved by RIAC. All costs associated with rescheduling work during off hours shall be

included by the VENDOR.

12. The above listed items are not intended to be an all-inclusive listing to the specified VENDOR'S scope of work, but merely to highlight the major items of work.

NOTE: The following specific scope of work is not intended or covered by this PSA and is excluded. These are the spaces colored in white on the floor plans.

- Airlines and Car Rental Exclusive Use Spaces or offices (i.e. Airlines Ticketing Offices and Operations areas below concourse); and
- Tenants Exclusive Use Spaces or Offices (i.e. HMS Food Concession Areas, Paradise Retail Shops, Car Rentals and Shuttle Service offices).

ATTACHMENT 'D'

Exceptions to Professional Services Agreement

I, _____, _____, of _____
(Name) (Title) (Company)

certify that I have no exceptions to the Professional Services Agreement as presented for work associated with **(RFP No. 25919 Janitorial Services)**

SIGNATURE OF PROPOSER

DATE

OR

I, _____, _____, of _____
(Name) (Title) (Company)

request the following exceptions to the Professional Services Agreement as presented for work associated with **(RFP No. 25919 Janitorial Services)**

SIGNATURE OF PROPOSER

DATE

ATTACHMENT 'E'
PROFESSIONAL SERVICES AGREEMENT
For
JANITORIAL SERVICES

Contract No. 25919

PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the "AGREEMENT"), entered into as of **November 1, 2015**, by and between (**ENTER CONSULTANT NAME AND ADDRESS**), (hereinafter referred to as "CONSULTANT") and the Rhode Island Airport Corporation (hereinafter referred to as "RIAC"),

WITNESSETH THAT:

WHEREAS, RIAC has a need for **Janitorial Services** ("SERVICES") for T.F. Green, Airport (hereinafter referred to as the "AIRPORTS");

WHEREAS, RIAC has the authority to contract for such professional SERVICES; and

WHEREAS, CONSULTANT represents that it is experienced and has the authority to enter into agreement and capability to perform such SERVICES;

NOW THEREFORE, the parties do mutually agree as follows:

1. ENGAGEMENT OF CONSULTANT

RIAC hereby engages CONSULTANT and CONSULTANT hereby agrees to do, perform and carry out the SERVICES in accordance with this AGREEMENT upon RIAC providing written authorization to proceed. The term of this Agreement shall be for **three (3) years from November 1, 2015 to October 31, 2018 with two (2) subsequent one-year terms at RIAC's sole discretion.**

2. TASK ORDERS AND SCOPE OF SERVICES

Task Orders, in the general form shown on Exhibit "A", shall be used to describe the parties' mutual agreement on the scope of services, schedule, compensation and any other particulars ("Task Orders"). Task Orders are binding only after acceptance and execution by duly authorized representatives of both parties. Each Task Order shall govern the parties' rights and obligations with respect to each assignment, but all within the framework of this

AGREEMENT. In the event of an inconsistency between the terms of any Task Order and the terms of this AGREEMENT, the terms of this AGREEMENT shall govern.

3. RIAC'S RESPONSIBILITY

RIAC shall perform and provide the CONSULTANT with the following in a timely manner: (i) all available information in its possession pertinent to the SERVICES, including previous reports, drawings, specifications or any other data as may be reasonably required by CONSULTANT to perform the SERVICES; (ii) written notice whenever RIAC becomes aware of any information that affects the scope or timing of CONSULTANT'S SERVICES, or any defect in the CONSULTANT SERVICES; and (iii) access to all public and private property as necessary for the performance of the work to be undertaken by CONSULTANT pursuant to the SERVICES, and any Task Order issued pursuant thereto.

4. CHANGES/AMENDMENT

Except as provided in Section 32, below, no changes or amendments to this AGREEMENT or any Task Order shall be effective unless agreed to in writing by both RIAC and CONSULTANT. No restrictions, promises, warranties, covenants or undertakings shall exist other than those expressly set forth in the AGREEMENT or any duly executed Task Order.

5. STANDARD OF CARE/WARRANTIES

CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the SERVICES as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. CONSULTANT warrants that: (i) it has the authority and right to enter into this AGREEMENT and any Task Order, to perform services and provide materials, information and deliverables hereunder, and that its obligations hereunder are not in conflict with any other CONSULTANT obligation; (ii) each of its employees has the proper skill, training and background necessary to accomplish their assigned tasks; (iii) all services will be performed in a competent and professional manner, by qualified personnel authorized, as necessary under applicable State and Federal laws to perform the work necessary to complete the SERVICES, and will conform to RIAC's requirements hereunder and all applicable State and Federal laws; (iv) neither any deliverables, information, or materials, nor the performance of any services by

CONSULTANT will infringe upon or violate the rights of any third party and RIAC shall receive free and clear title to all works, materials, information and deliverables prepared and/or developed in connection with this AGREEMENT; and (v) RIAC shall have the right to use for its own purposes, any ideas, methods, techniques, materials and information provided to or otherwise obtained by RIAC as a result of this AGREEMENT, without restriction, liability or obligation, except as may be specified herein.

6. INSURANCE

CONSULTANT shall maintain the insurance coverages specified on Exhibit "C" during the term of this AGREEMENT.

7. SUBCONSULTANTS

- (a) Without limiting the ability of CONSULTANT to hire subconsultants or subcontractors in accordance with this AGREEMENT, RIAC shall have the right to require CONSULTANT to engage subconsultants or subcontractors (reasonably acceptable to CONSULTANT) to perform any of the work required for the successful completion of the SERVICES or any Task Order under this AGREEMENT.
- (b) In the event that CONSULTANT proposes to engage a subconsultant or subcontractor to perform work required pursuant to any Task Order, such Task Order shall include the name of each subconsultant or subcontractor performing the task and a detailed description of the work to be performed by each subconsultant or subcontractor. Reference to any subconsultant or subcontractor in an approved Task Order executed in accordance with this AGREEMENT shall be deemed written approval by RIAC of the subconsultant or subcontractor, but only insofar as and to the extent that the work to be performed by the subconsultant or subcontractor is described in such Task Order.
- (c) Except as authorized above, none of the services to be provided by CONSULTANT pursuant to this AGREEMENT shall be subcontracted or delegated, in whole or in part, to any other organization, association, individual, corporation, partnership or other such entity without the prior written approval of RIAC, such approval to be at RIAC's sole discretion.

- (d) CONSULTANT shall enter into a written agreement with each such subcontractor or subconsultant pursuant to which each such subcontractor or subconsultant agrees to be bound by the terms and conditions of this AGREEMENT. RIAC shall have right to obtain a copy of any proposed subcontract upon request.

8. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

RIAC fully supports the employment of disadvantaged business enterprises. The applicable contractual requirements are set forth in Exhibit E and fully incorporated herein by this reference.

9. INDEMNIFICATION

- (a) To the fullest extent permitted by law, CONSULTANT agrees to defend, indemnify and hold RIAC, the state of Rhode Island, and/or their respective current and former agents, officers, officials, directors, and, employees harmless from and against legal liability for all claims, demands, causes of action, judgments, losses, damages, and expenses, including, without limitation, attorneys' fees and court costs and expenses to the extent such claims, demands, causes of action, judgments, losses, damages, or expenses including without limitation, attorneys' fees and court costs and expenses are caused by (or in the case of the duty to defend are alleged to be caused by) (i) failure of the CONSULTANT, or the CONSULTANT's officers, employees, agents, representatives, subconsultants, or subcontractors to properly perform SERVICES, or (ii) the negligent or willfully tortious or unlawful acts, errors or omissions of CONSULTANT, CONSULTANT's officers, employees, agents, representatives, subconsultants, or subcontractors.
- (b) The CONSULTANT's indemnity and defense obligation under Section 9(a) shall supersede any provision contained herein or elsewhere to the contrary, and shall survive expiration or earlier termination of this AGREEMENT for a period equal to the statute of limitations for any action which could be brought against RIAC, the state of Rhode Island or their respective agents, officers, directors and employees and shall continue through the duration of any such action brought during the applicable time periods.

- (c) In claims against any person or entity indemnified under this Section 9 by an employee of the CONSULTANT or its subcontractor, subconsultant, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 9 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the CONSULTANT, a subcontractor or a subconsultant under workers' compensation acts, disability benefit acts or other employee benefit acts.

10. WAIVER OF DAMAGES

Notwithstanding any other provision of this AGREEMENT, to the fullest extent permitted by law, neither RIAC nor the state of Rhode Island, nor their respective agents, parent or subsidiary corporations, affiliates, shareholders, investors, directors, officers, employees, representatives, attorneys or agents shall be liable, whether in contract, tort, negligence, strict liability or otherwise, for any lost or prospective profits or any other special, punitive, exemplary, indirect, incidental or consequential losses or damages arising out of or in connection with this AGREEMENT, or termination thereof, or any failure of performance related hereto, howsoever caused, whether arising from such person's sole, joint or concurrent negligence.

11. DISPUTE RESOLUTION

- (a) In the event of a dispute between RIAC and CONSULTANT arising out of or related to this AGREEMENT or any Task Order issued hereunder, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute within fifteen (15) calendar days of notice, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.
- (b) Should such negotiation or mediation fail to resolve the dispute within an additional fifteen (15) calendar day period, RIAC, in its sole discretion, thereafter, shall select either binding arbitration in accordance with the Arbitration Rules of the American Arbitration Association, or State or Federal court seated in Rhode Island and having jurisdiction over such matter, as the next forum for dispute resolution. In the event

that CONSULTANT is the party continuing to press a dispute not resolved in accordance with Section 11(a), RIAC shall make the foregoing forum determination within ten (10) business days of a written request from CONSULTANT. CONSULTANT consents to the personal jurisdiction of State or Federal courts seated in Rhode Island.

- (c) The provision of Section 11 shall survive expiration or earlier termination of this AGREEMENT.

12. DOCUMENTS PROPERTY OF RIAC

All documents, data, plans, reports and other materials prepared by CONSULTANT under this AGREEMENT shall become the property of RIAC and, at RIAC's option, shall be provided to RIAC in the electronic medium specified by RIAC (provided CONSULTANT has such capability); provided, however, that CONSULTANT shall have the right to retain copies of such documents and other materials for its records.

13. DATA TO BE FURNISHED TO CONSULTANT

All data, reports, records, plans, maps and other information as are available, in RIAC's custody, and necessary to carry out the SERVICES under this AGREEMENT shall be furnished to CONSULTANT, without charge by RIAC, in a timely manner. RIAC shall coordinate with and assist CONSULTANT in obtaining all other information necessary to carry out the SERVICES.

14. COORDINATION BETWEEN RIAC AND CONSULTANT

- (a) Continuing coordination and communication shall be maintained between CONSULTANT and RIAC to ensure the timely completion of the SERVICES. To expedite such coordination and communications, RIAC shall designate a staff member as its representative to whom CONSULTANT shall direct all correspondence, progress reports, requests for information or assistance and other materials.
- (b) The CONSULTANT's designee, identified on the applicable Task Order, shall serve as the representative of CONSULTANT for the SERVICES and he/she or another

CONSULTANT staff member acceptable to RIAC shall attend all meetings upon the reasonable request of RIAC.

15. PERSONNEL

CONSULTANT represents that it has, or will obtain at its sole cost and expense, all personnel required to perform the SERVICES required under this AGREEMENT and all Task Orders issued hereunder. Any and all persons engaged by CONSULTANT to perform the SERVICES shall be considered employees of CONSULTANT, not RIAC. Any of CONSULTANT's personnel or those of its subcontractors or subconsultants, specifically identified in a Task Order are considered essential to performance and may not be removed or replaced without the prior approval of RIAC. All personnel employed or engaged by CONSULTANT shall possess the necessary skills for performance under this AGREEMENT. CONSULTANT will at all times enforce proper discipline and good order among the personnel under its control or supervision.

16. TIME IS OF THE ESSENCE

The parties hereto agree that time is of the essence with respect to any deadline or schedule set forth in this AGREEMENT or any Task Order

17. COMPENSATION

RIAC agrees to pay CONSULTANT an amount in accordance with the Fee Arrangements set forth on Exhibit "D" and each Task Order.

18. METHOD OF PAYMENT

(a) The specific method of payment for SERVICES to be rendered (i.e., lump sum, time and materials, etc.) shall be as set forth in Exhibit "D" or as separately established by Task Order. RIAC shall pay CONSULTANT in accordance with monthly invoices to be submitted by CONSULTANT. Invoices for time and material type contracts shall cover SERVICES performed during the preceding month and shall be for an amount calculated from the actual number of hours expended on the work by each staff member and the hourly rates specified in Attachment "D-1" to Exhibit "D". Invoices for lump sum type contracts shall be based on percent complete of total project.

- (b) Out-of-pocket (direct) expenses shall be listed separately on any invoice and shall be in compliance with Attachment “D-2” to Exhibit “D”.
- (c) Subcontractors are to be considered as a direct expense when invoicing. No consultant mark-up will be allowed for subcontractor services.
- (d) From the total of the amount determined by RIAC to be payable on an invoice, CONSULTANT shall deduct a pre-determined percentage as set forth in Exhibit “D”, to be held as retainage and paid by RIAC upon completion of the Project.
- (e) RIAC shall pay CONSULTANT invoiced amounts within thirty (30) days after the date RIAC deems said invoice to represent a true and accurate detail of work performed and expenses. Invoices are due on the 15th of the month or the next business day should the 15th of the month fall on a weekend or State of Rhode Island recognized holiday. Invoices shall be accompanied by supporting documentation as required by RIAC.

19. TERMINATION OF AGREEMENT FOR CAUSE OR RIAC’S CONVENIENCE

- (a) This AGREEMENT may be terminated by either party upon written notice in the event of default under this AGREEMENT by the other party; provided, however, the non-performing party shall have fourteen (14) calendar days from the receipt of the termination notice to cure such default or to submit a plan for curing such default that is acceptable to the other party.
- (b) RIAC may terminate or suspend performance of this AGREEMENT for RIAC’s convenience upon written notice to CONSULTANT. CONSULTANT shall terminate or suspend performance of the SERVICES on a schedule acceptable to RIAC, and RIAC shall pay CONSULTANT for SERVICES performed.
- (c) The provisions of this Article shall also apply to each individual Task Order, separate and apart from any other Task Order, and without terminating or otherwise affecting this AGREEMENT as a whole.

20. NOTICES

Except as provided for otherwise herein, all notices, requests, demands and other communications required or permitted pursuant to this AGREEMENT shall be made in writing and shall be deemed to have been duly given if personally delivered or deposited in the United States mail, first class postage prepaid and addressed as follows:

To RIAC: Kelly J. Fredericks, P. E., A. A. E.
President and CEO
Rhode Island Airport Corporation
T. F. Green Airport
2000 Post Road
Warwick, RI 02886

With copy to: General Counsel
Rhode Island Airport Corporation
T. F. Green Airport
2000 Post Road
Warwick, RI 02886

To CONSULTANT: **(ENTER CONSULTANT NAME)**
(CONTACT NAME/TITLE/ADDRESS)

or to such other person or address as either party may specify by notice given as provided herein to the other party.

21. FINDINGS CONFIDENTIAL

Except as required by law, CONSULTANT shall not, at any time, divulge to any person any proprietary information or fact relating to the conduct, management or business of RIAC. All information relating to the details of the SERVICES and any other documents, data, plans, reports or other materials provided to or acquired by CONSULTANT in connection with this AGREEMENT shall be treated as confidential and used only in the performance of the services hereunder for the advancement of the interests of RIAC and the SERVICES. Except as required by law, no documents, data, plans, reports or other materials provided to or prepared or assembled by CONSULTANT in connection with this AGREEMENT shall be made available to any other individual or organization by CONSULTANT without prior written approval of RIAC.

22. ASSIGNABILITY

This AGREEMENT shall be binding upon and inure to the benefit of the successors, assigns or affiliates of CONSULTANT and RIAC. This AGREEMENT may not be assigned by either party hereto, in whole or in part, without the express written consent of the other party hereto and any attempted assignment in contravention of this provision shall be void and of no effect.

23. NO THIRD-PARTY RIGHTS

This AGREEMENT shall not create any right in or benefit to parties other than RIAC and CONSULTANT and their assignees or successors.

24. NO JOINT VENTURE

Nothing herein shall be construed to imply a joint venture or principal and agent relationship between RIAC and CONSULTANT, and neither party shall have any right, power, or authority to create any obligation, express or implied, on behalf of the other.

25. NONDISCRIMINATION

RIAC does not tolerate the discrimination of any form. The applicable contract requirements for nondiscrimination are set forth in Exhibit E and fully incorporated herein by this reference.

26. AVAILABILITY OF RECORDS

CONSULTANT shall keep full, complete, and accurate books and records, showing all of its receipts and expenses pertaining to work related to this contract. Records include, but are not limited to, time and expense records. CONSULTANT shall, at all times, provide and maintain, in a true and accurate manner, and in accordance with General Accepted Accounting Principles (“GAAP”), such accounts, books, records and data as would reasonably be expected to be examined by an independent certified public accountant in performing an audit or examination of CONSULTANT’s receipts and expenses in accordance with GAAP and generally accepted auditing standards.

27. NO WAIVER

The failure of either party to enforce any time, or for any period of time, the provisions hereof shall not be construed as a waiver of such provisions or of the rights of such party to enforce each and every provision. No RIAC payment to CONSULTANT for SERVICES performed under this AGREEMENT shall be construed as a waiver of any rights under this AGREEMENT.

28. APPLICABLE LAWS

CONSULTANT agrees to perform the SERVICES required hereunder in compliance with each Task Order and all applicable local, State and Federal laws and the rules, regulations, and requirements promulgated by RIAC from time to time.

29. SEVERABILITY

If a provision of this AGREEMENT is or becomes illegal, invalid, or unenforceable in any jurisdiction, that will not affect: (a) the legality, validity or enforceability in that jurisdiction of any other provision of this AGREEMENT; or (b) the legality, validity or enforceability in any other jurisdiction of that or any other provision of this AGREEMENT.

30. GOVERNING LAW

This AGREEMENT shall be construed in accordance with the substantive and procedural laws of the State of Rhode Island, exclusive of its choice-of-law rules.

31. AUDITS

RIAC shall have the right, through its representatives, and at all reasonable times, to inspect, examine, copy, and audit such books and records and all documents related to any work that falls under this contract. The originals of all such records and documents shall be made available to RIAC at the airport during the contract term. CONSULTANT will maintain copies of all records and documents on electronic media, in the form customarily used in the industry, available for RIAC's inspection in printed form, for a period of not less than three (3) years following the latter of final payment for services, or contract completion.

32. FAA REQUIRED CLAUSE

RIAC adheres to all applicable FAA contractual and grant requirements. FAA required contract clauses are set forth in Exhibit E and, as applicable, are fully incorporated herein by

this reference. Notwithstanding Section 4, above, CONSULTANT agrees that Exhibit E may be unilaterally amended by RIAC to update the FAA required clauses as necessary for RIAC to comply with its grant assurances and applicable law.

33. SENSITIVE SECURITY INFORMATION.

- (a) CONSULTANT shall maintain in confidence, and shall cause its Key Employees (as hereinafter defined) to maintain in confidence, (a) all contract documents and information to be developed under this AGREEMENT, and (b) all records, documents, and information provided to CONSULTANT by RIAC for CONSULTANT's preparation of said contract documents and information, that contain and/or constitute Sensitive Security Information ("SSI") as defined by 49 C.F.R. 1520.7, including without limitation, for (a) and (b), above, all data, plans, specifications, sketches, drawings, other renderings, individual personnel records, and all other records, documents and information that contain and/or constitute SSI. CONSULTANT shall restrict access to all such records, documents and information that contain and/or constitute SSI only to those employees of CONSULTANT who require such access to perform the services required under this Agreement (such employees, "Key Employees").
- (b) The unauthorized release of SSI is prohibited. All records, documents and information defined by 49 C.F.R. 1520 *et seq.* as SSI, or designated by RIAC as SSI, shall be marked, stored, distributed and destroyed in accordance with 49 C.F.R. 1520 *et seq.* SSI records, documents and information received during the course of this Agreement are the property of RIAC. No part of any such records or documents, or any of the information contained therein, may be photocopied or reproduced in any way except as specifically required or permitted by the terms of this AGREEMENT, or released to any person without the prior written permission of RIAC. Unauthorized possession, photocopying, reproduction, or release of such records and documents, or any portion of their contents, or failure to return them to RIAC immediately upon request, shall constitute a material breach of this AGREEMENT, and may result in immediate termination of this AGREEMENT and/or such other action as deemed

appropriate by RIAC, including but not limited to referral to federal authorities [see 49 C.F.R. 1520.5(d)].

34. CAMPAIGN FINANCE COMPLIANCE/MAJOR STATE DECISION-MAKER

CONSULTANT certifies by the execution of this AGREEMENT that it is in full compliance with Rhode Island General Laws Chapter 27 of Title 17 and Chapter 14 of Title 36.

34. ENTIRETY

This AGREEMENT together with Exhibits, Task Orders, and attachments hereto, contains the entire agreement between the parties and supersedes any prior or inconsistent agreements, negotiations, representations and promises, written or oral.

35. CAPTIONS

The captions contained in this AGREEMENT are for reference only and are in no way to be construed as part of this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be signed and intend to be legally bound hereby.

ATTEST

RHODE ISLAND AIRPORT CORPORATION

By _____

By _____

Title _____

Title President and CEO

Date _____

Date _____

ATTEST

CONSULTANT NAME

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Exhibit "A"
SAMPLE
Task Order No. XX
JANITORIAL SERVICES
For T. F. GREEN AIRPORT
Contract No. 25919; Purchase Order No. XXXXX

This Task Order is made as of this _____ (day) of _____, 2015 under the terms and conditions established in the PROFESSIONAL SERVICES AGREEMENT for **Janitorial Services**, dated **November 1, 2015** (the "AGREEMENT") between the Rhode Island Airport Corporation ("RIAC") and **(ENTER CONSULTANT NAME)** ("CONSULTANT").

Section A. – SERVICES

A.1. CONSULTANT shall perform the following services:

(ENTER DETAILED SCOPE OF SERVICES)

(Collectively, "SERVICES").

A.2. In conjunction with the performance of the foregoing SERVICES, CONSULTANT shall provide the following submittals/deliverables (documents) to RIAC:

LIST DELIVERABLES

Section B. – Schedule

CONSULTANT shall perform the SERVICES and deliver the related documents (if any) according to the following schedule:

LIST MILESTONE DATES FOR SCHEDULE

Section C. – Compensation

C.1. In return for the performance by CONSULTANT of the obligations set forth in this Task Order, RIAC shall pay to CONSULTANT an amount not to exceed \$_____, payable according to the following terms:

ENTER PAYMENT TERMS OR CROSS EXHIBIT D TO AGREEMENT

Section D. – Subconsultants

The following describes the scope, schedule and budget allocated to subcontractors and subconsultants used in performance of this Task Order.

LIST SUBCONTRACTORS, BUDGET AMOUNTS AND IDENTIFY MBE/DBE/WBE

The CONSULTANT shall ensure that all of the above-referenced subconsultants agree to carry insurance and to indemnify RIAC on the same terms and conditions as required in the AGREEMENT or any exhibit or schedule thereto.

Section E. – Proposed Organization

LIST NAMES AND TITLES OF PROPOSED STAFF

Section F. – RIAC’s Responsibilities

RIAC shall perform and/or provide the following in a timely manner. Unless otherwise provided in this Task Order, RIAC shall bear all costs incident to compliance with the following:

DEFAULT TO CONTRACT TERMS

Section G. – Other Provisions

The parties agree to the following additional provisions with respect to this specific Task Order:

ENTER OTHER PROVISIONS

Except to the extent modified herein, all terms and conditions of the AGREEMENT shall continue in full force and effect.

RHODE ISLAND AIRPORT CORP.

CONSULTANT NAME

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit "C"

JANITORIAL SERVICES

Contract No. 25919

INSURANCE REQUIREMENTS

1. CONSULTANT shall carry and maintain in full force and effect for the duration of this AGREEMENT, any supplements thereto, the insurance specified below. CONSULTANT shall submit to RIAC a certificate of insurance indicating the existence of such coverages prior to contract execution. If such insurance coverages are not maintained and documented by CONSULTANT, RIAC may consider the firm nonresponsive and may terminate this AGREEMENT.
2. The same insurance coverage shall be provided by or on behalf of all subconsultants and subcontractors engaged hereunder.
3. CONSULTANT (and all subconsultants and subcontractors) shall provide and maintain, at its own cost, the following minimum insurance:
 - a. General Liability limits of \$1,000,000 per occurrence.
 - b. Motor Vehicle Liability Insurance with limits of \$1,000,000 per occurrence.
 - c. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
 - d. Umbrella Liability limits of \$5,000,000 excess of \$1,000,000 primary layer.
4. RIAC and the State of Rhode Island shall be named as additional insured on all policies of insurance with the exception of the Errors and Omission (Professional Liability) and Worker's Compensation insurance.

Exhibit “D”

JANITORIAL SERVICES

Contract No. 25919

FEE ARRANGEMENTS

1. **CONSULTANT NAME** (“CONSULTANT”) fee to perform professional services set forth on an approved Task Order in conjunction with the AGREEMENT shall be invoiced on a not-to-exceed, time and materials basis and at the employee’s actual hourly rate, not to exceed the approved billable rates caps (see Attachment “D-1”) used to perform the work, except in the case of a lump sum Task Order. From the total of the amount determined to be payable on an invoice, **two percent (2%)** of such total amount will be deducted and retained by RIAC until the final payment is made under said Task Order.
2. Reasonable out-of-pocket expenses for telephone calls, computer services, transportation and subsistence, reproduction of reports, express delivery and other services and materials, to include subconsultant services will be billed at their actual cost, and in compliance with Attachment “D-2”.
3. Prior to initiating any work for SERVICES under this AGREEMENT, CONSULTANT shall submit, in both electronic and hard copy, a proposed written work scope of services, proposed schedule of completion, list of deliverables, and an fee based on the approved billing rates and reimbursables specified in the AGREEMENT, CONSULTANT will only proceed when RIAC provides written notice to do so.
4. Invoices are due on the 10th of the month and shall be accompanied by supporting documentation as required. Invoices shall be addressed to:

Accounts Payable

Rhode Island Airport Corporation
2000 Post Road
Warwick, RI 02886-1533

ATTACHMENT 'D-1'

FEE SUMMARY

ATTACHMENT 'D-2'

The following has been established as acceptable expenses incurred while conducting RIAC business. It is recognized and anticipated that on certain occasions, circumstances may warrant deviations. In such cases, prior written approval must be obtained by the RIAC.

Receipts must be submitted for all expenses. Documentation **MUST** include detailed receipts for all expenses (credit card receipts are **NOT** acceptable) in order to be reimbursed. Reimbursable expenses may include the following:

- The cost of travel. Modes of transportation that will adequately accommodate travel scheduling requirements and that are the most direct and cost effective to RIAC. The cost of air transportation shall not exceed the cost of coach airfare. Airfare will only be reimbursed up to the cost of coach airfare shown on the ticket, and not on the basis of any frequent flyer agreement.
- Employees will be reimbursed for the use of personal vehicles at the GSA approved rate. Any reimbursement for travel must include back-up for the mileage (i.e. MapQuest).
- Ground transportation includes taxis, rental cars, buses and trains.
- RIAC will reimburse up to a full size automobile rental when other means of ground transportation would not be deemed cost effective. Parking costs, tolls, and other similar fees.
- Consultants conducting business at T. F. Green Airport should park in the hourly parking lot and have their tickets validated by RIAC Staff. RIAC will not reimburse for parking at T. F. Green Airport.
- All lodging will be at the single occupancy rate and must be supported and documented with detailed hotel receipts. Please contact RIAC @ procurement@pvdairport.com for the preferred hotels. If a contractor fails to do so, the contractor will only be reimbursed for the rates negotiated by RIAC at their preferred hotels.
- RIAC will pay for reasonable meals and tips. If tips are given, the amount should be reflected on the receipt for the meal.
- All travel and expense reports must be submitted for payment within one (1) month of the travel or expense. RIAC reserves the right to refuse payment of expenses submitted after one (1) month of being incurred.
- All detailed receipts should include the date, the vendor, and in the case for meals where the invoice is for more than one person, a listing of each individual.

Expenses that will be **rejected** may include, but are not limited to the following:

- Unreasonable expenses, including meals, tips, lodging and transportation. RIAC considers the following as reasonable with respect to meals (Breakfast < \$10, Lunch < \$15, Dinner, <\$20. Anything over these amounts may be considered unreasonable and not paid (excluding tip).
- Receipts for alcoholic beverages are NOT reimbursable. Alcoholic beverages should not be included on any receipts.
- UPS/Fed Ex/etc. fees for the mailing of any documents/invoices, unless agreed upon by RIAC.
- Late fees, interest and/or finance charges due to untimely payments.
- Mileage over and above the lesser of: mileage from CONSULTANT Rhode Island offices to T. F. Green or mileage from a CONSULTANT's employee's home to T. F. Green.
- RIAC will only reimburse for either gas or mileage, not both.
- Lease of vehicles without detailed supporting documentation.
- Badging deposits paid to RIAC. These deposit will be returned once the badge is returned

- Any licensing and/or training fees for CONSULTANT's employees.
- Minimum order charges for recurring expenses.
- Expenses that are not specified for and/or associated to the Project, such as Annual Independent Audits.
- Hotel expenses above the cost of the negotiated rates set by RIAC

EXHIBIT E

FAA REQUIRED CONTRACT CLAUSES

As applicable, CONSULTANT agrees as follows:

1. NONDISCRIMINATION – GENERAL

- a. Applicability: Clauses 1.b to 1.e. apply to all contracts and must be included in all subcontracts.
- b. CONSULTANT agrees that it will comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance.
- c. This provision binds the contractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.
- d. This provision also obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport through the Airport Improvement Program, except where Federal assistance is to provide, or is in the form of personal property; real property or interest therein; structures or improvements thereon.
- e. In these cases the provision obligates the party or any transferee for the longer of the following periods:
 - i. the period during which the property is used by the airport sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - ii. the period during which the airport sponsor or any transferee retains ownership or possession of the property.

2. NONDISCRIMINATION – TITLE VI

- a. Applicability: Clause 2.b. applies to all contracts and must be included in all subcontracts.
- b. During the performance under this AGREEMENT, CONSULTANT, for itself, its assignees, and successors in interest, agrees as follows:
 - i. **Compliance with Regulations.** CONSULTANT shall comply with the Title VI List of Pertinent Nondiscrimination Statutes and Authorities listed below in Section 2. b. vii. (“Regulations”) as they may be amended from time

to time, which are hereby incorporated herein by reference and made a part of this AGREEMENT.

- ii. **Nondiscrimination.** CONSULTANT, with regard to the SERVICES performed by it during the term of this AGREEMENT, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. CONSULTANT will not participate directly or indirectly in the discrimination prohibited by the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
- iii. **Solicitations for Subcontracts.** In all solicitations either by competitive bidding or negotiation made by CONSULTANT for services to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by CONSULTANT of CONSULTANT's obligations under this AGREEMENT and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- iv. **Information and Reports.** CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by RIAC or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, CONSULTANT shall so certify to RIAC or the FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
- v. **Sanctions for Noncompliance.** In the event of CONSULTANT's noncompliance with the nondiscrimination provisions of this AGREEMENT, RIAC shall impose such contractual sanctions as it or the FAA may determine to be appropriate, including, but not limited to:
 - (a) withholding of payments to CONSULTANT under this AGREEMENT until CONSULTANT complies, and/or
 - (b) cancellation, termination, or suspension of this AGREEMENT, in whole or in part.
- vi. **Incorporation of Provisions.** CONSULTANT shall include the provisions of 2.b. (i) through (vi) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. CONSULTANT shall take such action with respect to any subcontract or procurement as RIAC or the FAA may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided, however, that, in the event CONSULTANT becomes involved in, or is threatened with, litigation, CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States or RIAC.
- vii. **Title VI List of Pertinent Nondiscrimination Statutes and Authorities.** During the performance of this Agreement, CONSULTANT, for itself, its

assignees, and successors in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title

VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

3. ACCESS TO RECORDS AND REPORTS.

- a. Applicability: Clause 3.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT must maintain an acceptable cost accounting system. CONSULTANT agrees to provide RIAC, the Federal Aviation Administration, and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. CONSULTANT agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

4. BREACH OF CONTRACT TERMS.

- a. Applicability: Clause 4.b. applies to all AIP eligible projects that exceed \$100,000 and must be included in all subcontracts meeting that threshold.
- b. Any violation or breach of terms of this AGREEMENT on the part of the CONSULTANT or its subcontractors or subconsultants may result in the suspension or termination of this AGREEMENT or such other action that may be necessary to enforce the rights of the parties of this AGREEMENT. The duties and obligations imposed by the AGREEMENT and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

5. BUY AMERICAN PREFERENCE.

- a. Applicability: Clause 5.b. applies to all AIP eligible projects under which this AGREEMENT has a manufactured product as a deliverable and must be included in all applicable subcontracts.
- b. CONSULTANT agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP eligible projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

6. **CLEAN AIR AND WATER POLLUTION CONTROL.**

- a. Applicability: Clause 6.b. applies to all AIP eligible projects that exceed \$100,000 and must be included in all subcontracts meeting that threshold.
- b. CONSULTANT agrees:
 - i. That any facility to be used in the performance of the contract or subcontract or to benefit from the contract is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
 - ii. To comply with all the requirements of Section 114 of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq. and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 and Section 308 of the Acts, respectively, and all other regulations and guidelines issued thereunder;
 - iii. That, as a condition for the award of this contract, the contractor or subcontractor will notify the awarding official of the receipt of any communication from the EPA indicating that a facility to be used for the performance of or benefit from the contract is under consideration to be listed on the EPA List of Violating Facilities;
 - iv. To include or cause to be included in any construction contract or subcontract which exceeds \$100,000 the aforementioned criteria and requirements.

7. **CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS.**

- a. Applicability: Clause 7.b. applies to all AIP eligible projects that exceed \$100,000 and must be included in all subcontracts meeting that threshold.
- b. CONSULTANT agrees:
 - i. Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 - ii. Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in paragraph (1) above, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United

States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

- iii. Withholding for Unpaid Wages and Liquidated Damages. The Federal Aviation Administration or RIAC shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.
- iv. Subcontractors. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth above in paragraphs i. through iv. of this section.

8. DEBARMENT AND SUSPENSION

- a. Applicability: Clauses 8.b and c. apply to all AIP eligible projects that exceed \$25,000 and must be included in all subcontracts meeting that threshold.
- b. By submitting a bid/proposal under the solicitation for this AGREEMENT, CONSULTANT certifies that at the time CONSULTANT submits its proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.
- c. CONSULTANT, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. CONSULTANT will accomplish this by:
 - 1. Checking the System for Award Management at website:
<http://www.sam.gov>
 - 2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.

3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to tell a higher tier that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedy, including suspension and debarment.

9. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)

- a. Applicability: Clause 9.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT agrees to abide by the federal minimum wage provisions contained in the Fair Labor Standards Act (29 USC 201). CONSULTANT has full responsibility to monitor compliance to the referenced statute or regulation. CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

10. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES.

- a. Applicability: Clause 10.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT certifies by executing this agreement, to the best of his or her knowledge and belief, now and at the time of the submission of its proposal, that:
 - 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the bidder or offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
 - 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

11. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

- a. Applicability: Clause 9.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT agrees to abide by the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). CONSULTANT has full responsibility to monitor

compliance to the referenced statute or regulation. CONSULTANT must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

12. RIGHT TO INVENTIONS.

- a. Applicability: Clause 12.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. All rights to inventions and materials generated under this AGREEMENT are subject to requirements and regulations issued by the FAA and RIAC of the Federal grant under which this contract is executed.

13. TERMINATION OF CONTRACT.

- a. Applicability: Clause 13.b. applies to all AIP eligible projects that exceed \$10,000 and must be included in all subcontracts meeting that threshold.
- b. Additional Termination Rights:
 - i. RIAC may, by written notice, terminate this contract in whole or in part at any time, either for the RIAC's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice services must be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to RIAC.
 - ii. If the termination is for the convenience of RIAC, an equitable adjustment in the contract price will be made, but no amount will be allowed for anticipated profit on unperformed services.
 - iii. If the termination is due to failure to fulfill the contractor's obligations, RIAC may take over the work and prosecute the same to completion by contract or otherwise. In such case, the contractor is liable to RIAC for any additional cost occasioned to RIAC thereby.
 - iv. If, after notice of termination for failure to fulfill contract obligations, it is determined that the contractor had not so failed, the termination will be deemed to have been effected for the convenience of RIAC. In such event, adjustment in the contract price will be made as provided in paragraph ii of this clause.
 - v. The rights and remedies of RIAC provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

14. TRADE RESTRICTION

- a. Applicability: Clause 14.b. applies to all AIP eligible projects and must be included in all subcontracts.
- b. CONSULTANT, by execution of this AGREEMENT, certifies that it:
 - i. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
 - ii. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
 - iii. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.
 - iv. Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a contractor or subcontractor who is unable to certify to the above. If the contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.
 - v. Further, the contractor agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The contractor may rely on the certification of a prospective subcontractor unless it has knowledge that the certification is erroneous.
 - vi. The contractor shall provide immediate written notice to the sponsor if the contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The subcontractor agrees to provide written notice to the contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

15. TEXTING WHEN DRIVING

- a. Applicability: Clauses 15.b. and c. apply to AIP eligible projects and must be included in all subcontracts.
- b. In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including

policies to ban text messaging while driving when performing work related to a grant or sub-grant.

- c. CONSULTANT must promote policies and initiatives for employees and other work personnel that decrease crashes by distracted drivers, including policies to ban text messaging while driving. CONSULTANT must include these policies in each third party subcontract involved on this project.

16. VETERAN'S PREFERENCE

- a. Applicability: Clause 16.b. applies to all AIP eligible projects and must be included in all subcontracts that involve labor.
- b. In the employment of labor (except in executive, administrative, and supervisory positions), preference must be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Title 49 United States Code, Section 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

17. DISADVANTAGED BUSINESS ENTERPRISES

- a. Applicability: Clauses 16.b. through e. apply to all AIP eligible projects and must be included in all subcontracts.
- b. In connection with the performance of this AGREEMENT, CONSULTANT shall cooperate with RIAC in meeting its commitments and goals with respect to the maximum utilization of Disadvantaged Business Enterprises (DBEs). CONSULTANT shall use reasonable efforts to ensure that DBEs shall have the maximum opportunity to compete for subconsultant and subcontractor work under this AGREEMENT in accordance with RIAC's requirements relating to disadvantaged businesses. The stated goal for DBE participation under this AGREEMENT is eight and six tenths percent (8.6 %).
- c. On a monthly basis, in such form as RIAC may require, CONSULTANT shall provide a written report setting forth the efforts undertaken by CONSULTANT to comply with the requirements of this section and the level of participation of disadvantaged enterprises in the work undertaken pursuant to this AGREEMENT. Such report shall accompany the monthly invoices for payment submitted by CONSULTANT.
- d. CONSULTANT, and any subcontractor or subconsultant, shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by CONSULTANT to carry out these requirements is a material breach of this contract,

which may result in the termination of this AGREEMENT or such other remedy, as the recipient deems appropriate.

- e. CONSULTANT agrees to pay each subcontractor or subconsultant under this AGREEMENT for satisfactory performance of its contract no later than ten (10) days from the receipt of each payment the CONSULTANT receives from RIAC. CONSULTANT agrees further to return retainage payments to each subcontractor or subconsultant within ten (10) days after the subcontractor's or subconsultant's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of RIAC. This clause applies to both DBE and non-DBE subcontractors and subconsultants.

ATTACHMENT 'F'

RHODE ISLAND AIRPORT CORPORATION
 RFP 25919 JANITORIAL SERVICES STAFFING PLAN
TERMINAL

Shift	Time	Position Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st									
2nd									
3rd									

ATTACHMENT 'F'

RHODE ISLAND AIRPORT CORPORATION
RFP 25919 JANITORIAL SERVICES STAFFING PLAN

INTERLINK

Shift	Time	Position Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st									
2nd									
3rd									

ATTACHMENT 'F'

RHODE ISLAND AIRPORT CORPORATION
 RFP 25919 JANITORIAL SERVICES STAFFING PLAN
 OTHER RIAC BUILDINGS

Shift	Time	Position Title	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1st									
2nd									
3rd									

Attachment G JANITORIAL SERVICES RFP 25919 Detailed Costing Template

Instructions: Please complete this worksheet by ONLY filling in the YELLOW highlighted areas with your data regarding this RFP.

1. Labor Costs: (First twelve months of fully staffed service)

Shift	Position Title	No. Positions	Annual Salary	Hourly Wage	Annual Labor Hours 1 FT yr = 2,080 hrs	Burden % *	Annual Labor Costs w/Burden
1			\$ -	\$ -	2080	0.00%	\$ -
2			\$ -	\$ -	2080	0.00%	\$ -
3			\$ -	\$ -	2080	0.00%	\$ -
4			\$ -	\$ -	2080	0.00%	\$ -
5			\$ -	\$ -	2080	0.00%	\$ -
6			\$ -	\$ -	2080	0.00%	\$ -
7			\$ -	\$ -	2080	0.00%	\$ -
8			\$ -	\$ -	2080	0.00%	\$ -
9			\$ -	\$ -	2080	0.00%	\$ -
10			\$ -	\$ -	2080	0.00%	\$ -

* Burden % should include all staff taxes, insurance, fringe, other indirect labor costs

Total Labor Costs (First 12 months of fully staffed service)	\$ -
---	-------------

2. Other Costs for Service (Annual):

Tools and Equipment	\$ -
Employee Uniforms	\$ -
Employee Parking	\$ -
Office Supplies & Consumables (Cleaning Supplies)	\$ -
Trash & Recycle Disposal	\$ -
Other (please list):	\$ -
Insurance	\$ -
	\$ -
	\$ -
	\$ -

Total Other Costs for Service (Annual): \$ -
 General and Administration, Corporate Overhead, Est. Sales Tax Due, & Etc. Rate: 0.00% \$ -

TOTAL ANNUAL COSTS	\$ -
---------------------------	-------------

3. Start-up Costs (One-time)

Please List:

Employee Badging	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Apply General and Administration Rate: 0.00% \$ -

TOTAL START-UP COSTS	\$ -
-----------------------------	-------------

TOTAL COSTS WITHOUT PROFIT	\$ -
-----------------------------------	-------------

5. Profit: 0.00% Profit Margin is a percent of Total Labor Costs \$ -

TOTAL COSTS WITH PROFIT	\$ -
--------------------------------	-------------

6. Totals

Start-up Costs		\$ -
Year 1 Annual Contract Cost		\$ -
Year 2 Annual Contract Cost	#DIV/0!	\$ -
Year 3 Annual Contract Cost	#DIV/0!	\$ -
Year 4 Annual Contract Cost	#DIV/0!	\$ -
Year 5 Annual Contract Cost	#DIV/0!	\$ -
TOTAL FIVE YEAR AVERAGE COST		\$ -

7. Window Cleaning Project

TOTAL COST PER OCCURANCE	\$ -
---------------------------------	-------------

Please contact procurement@pvdairport.com to receive the Excel version for RFP submission



**VOHDI TGGP 'CKTRQT V'XKUKVQT''
DCFI G'CRRNKE CVKQP**

2000 Post Road • Warwick, R.I. 02886

Phone: (401) 691-2000 ext. 256 OR 270 Fax: (401) 691-2569

XKUKVQT PHOTO CVKQP

XKUKVQT DCFI G'%

NAME (LAST/FIRST/MIDDLE) _____

DRIVERS LIC. NUMBER/STATE ID CARD _____ **STATE** _____ **EXP. DATE** _____

SOCIAL SEC. NO: _____ **DATE OF BIRTH** _____ **TGE of 'D' 'DCFI RPI ''** _____

RNGCUG'EJ GEMDQZ 'KH' QWCTG'C'TGEWTRPI 'XKUKVQT'Y IYJ R'VJ G'NCUV'VJ TGG'S+O QP VJ U'

VGPCPV PHOTO CVKQP''

EJ GEMDQZ 'VO'E QP HKT O 'EQP UVTWE VIKP P QVKE G'RUWGF

EQORCP' TGS WGVVPI 'XKUKVQT DCFI G'<' **Tj of g'krpf 'Cktrqt vEqtrqt cvkqp''**

FCVGH TQO < _____ **VO<** _____ **VIO G<** _____

TGS WGVVGF 'D' <' _____ **FCVG<** _____

All Construction, Electrical, Mechanical, Phone, Cable, and Data work performed on RIAC Buildings MUST be reported to the RIAC Building Maintenance Department by contacting 401-691-2294 prior to work being performed.

Rngcug'twdo k'cr rdecvkqp'vq'procurement@pvdairport.com. RFP 25919 Janitorial Services

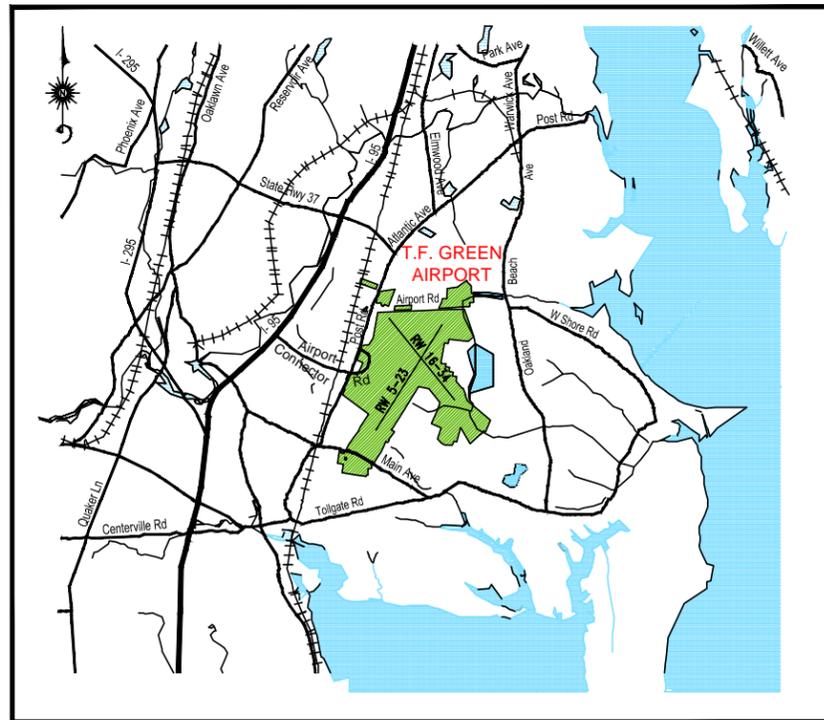
EXHIBIT 'A' FLOOR PLANS

RHODE ISLAND AIRPORT CORPORATION

T.F. GREEN AIRPORT

CUSTODIAL SERVICES BID SET

RIAC CONTRACT NO. XXXXX

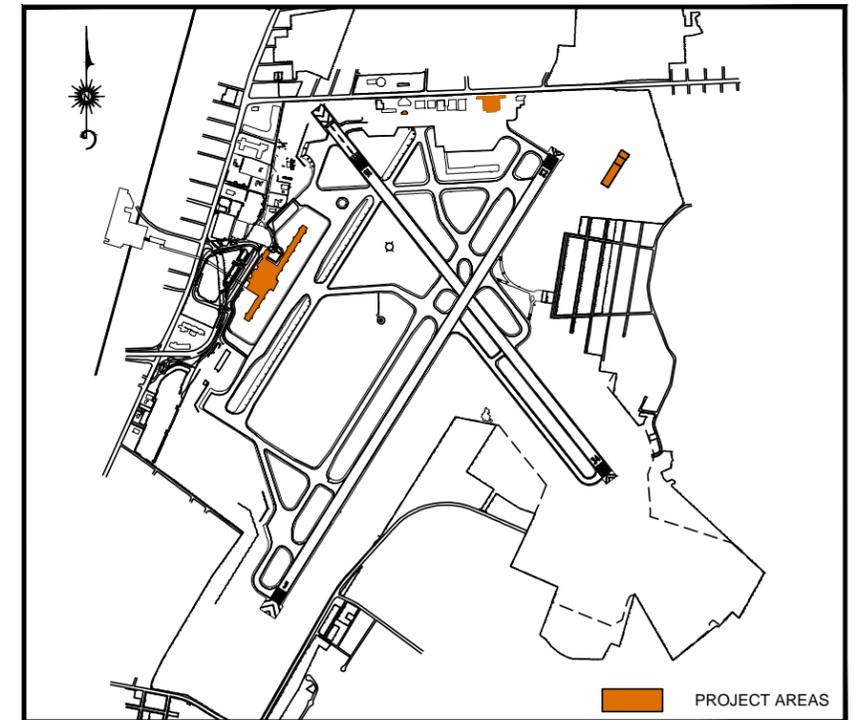


LOCATION MAP

SCALE: 1"=2 MILES

INDEX OF DRAWINGS

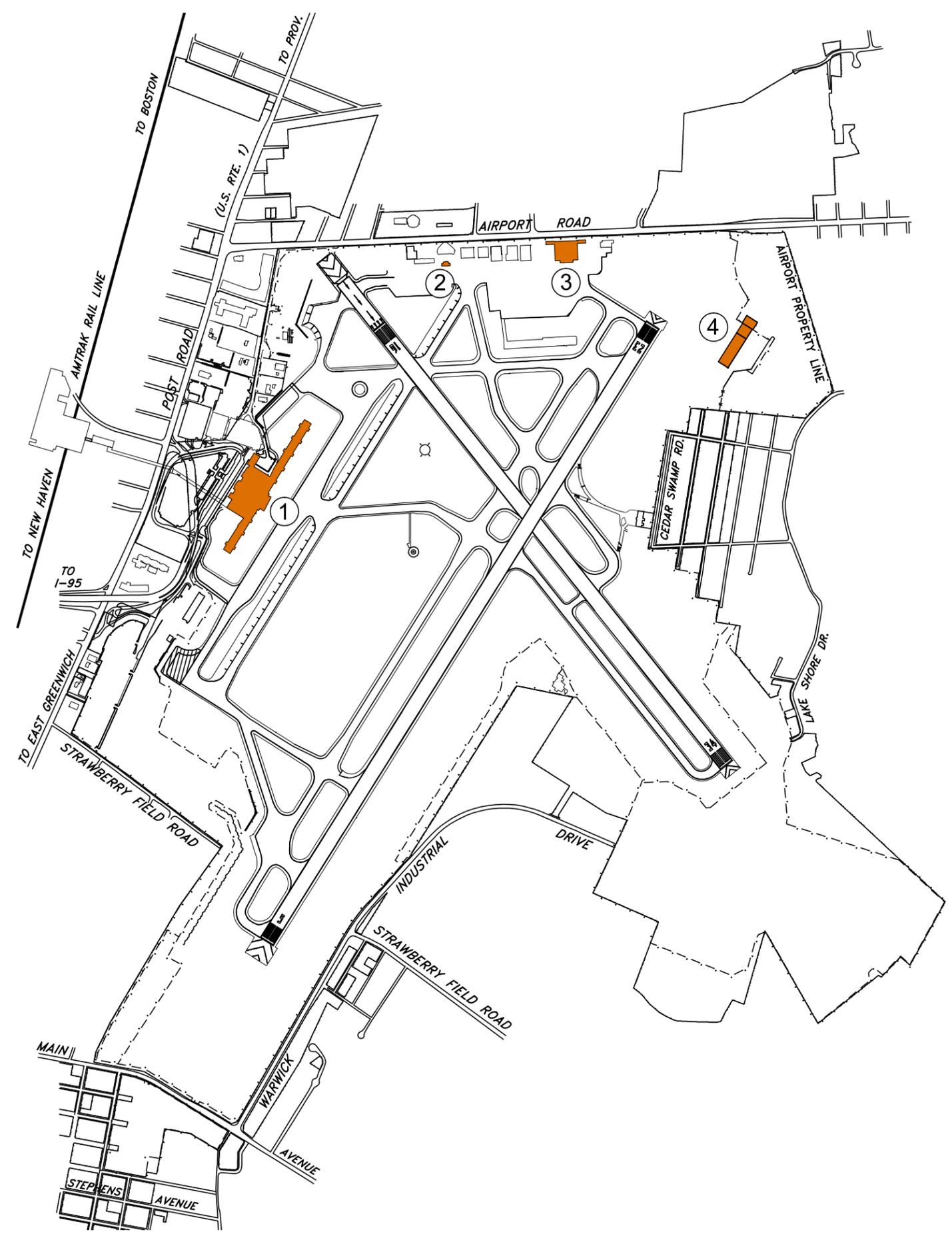
<u>NUMBER</u>	<u>DESCRIPTION</u>
K-1	KEY PLAN
A-1	TERMINAL FIRST FLOOR PLAN
A-2	TERMINAL SECOND FLOOR PLAN
A-3	TERMINAL THIRD FLOOR PLAN
A-4	FIELD OPERATIONS FACILITY FLOOR PLANS
A-5	HANGAR NO. 2 FLOOR PLANS
A-6	AIRFIELD MAINTENANCE FACILITY FLOOR PLANS



SITE MAP

SCALE: 1"=2500'

S:\CADD Drawings\TF-GREEN\Green\Engineering\PVD-CUSTODIAL SERVICES BIT SET 2015\PVD-KEY PLAN-2015.dwg, 5/15/2015 11:29:28 AM



NUMBER	DESCRIPTION
1	AIR TERMINAL BUILDING
2	FIELD OPERATIONS FACILITY
3	HANGAR NO. 2
4	AIRFIELD MAINTENANCE FACILITY

ATTACHMENT A

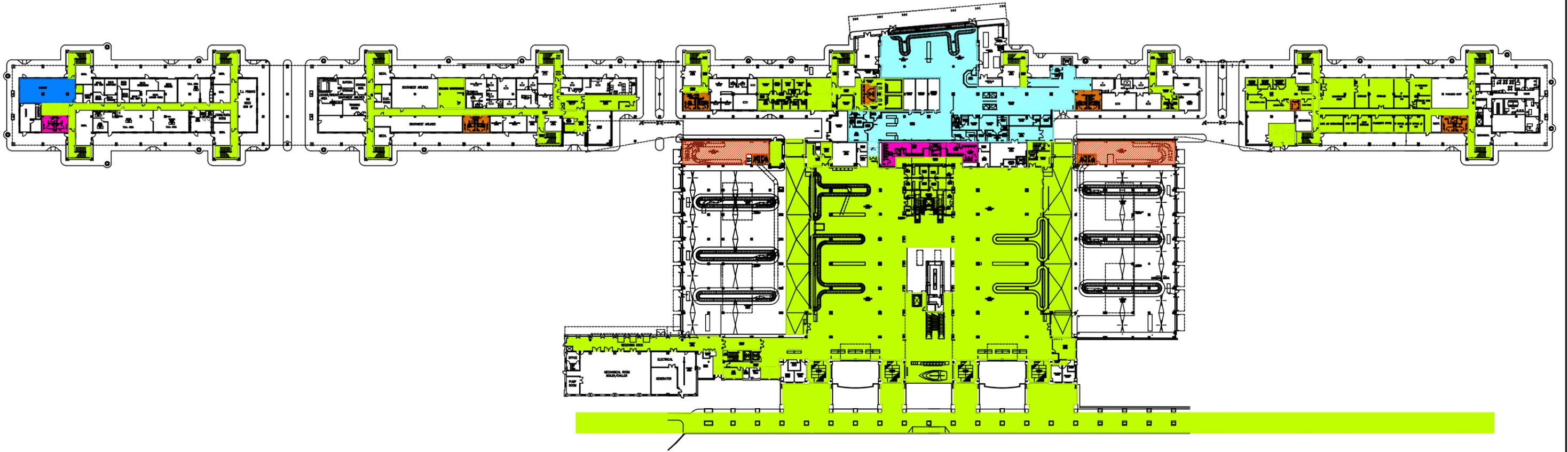
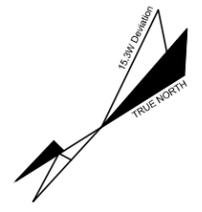
REVISION NUMBER	REVISION DATE	DESCRIPTION



Rhode Island Airport Corporation
T.F. GREEN AIRPORT
 WARWICK, RHODE ISLAND

SHEET TITLE KEY PLAN			
DESIGNED	DRAWN	CHECKED	APPROVED
SCALE 1"=1200'		PROJECT NO. 21601	
DATE: 5/14/15		SHEET K-1	

S:\CADD Drawings\TF-GREEN\Green\Engineering\PVD-CUSTODIAL SERVICES BIT SET 2015\PVD-FIRST FLOOR-2015.dwg, 5/15/2015 1:23:23 AM



LEGEND

- RIAC/PUBLIC AREAS 106,680 SQ./FT.
- PUBLIC RESTROOMS 1,838 SQ./FT.
- NON-PUBLIC RESTROOMS 2,085 SQ./FT.
- AIRLINE-PREFERENTIAL 1,267 SQ./FT.
- INTERNATIONAL/CUSTOMS 14,410 SQ./FT.
- TSA AREAS 3,618.67 SQ./FT.

TOTAL FIRST FLOOR PLAN = 129,898.67 SQ./FT.

ATTACHMENT A

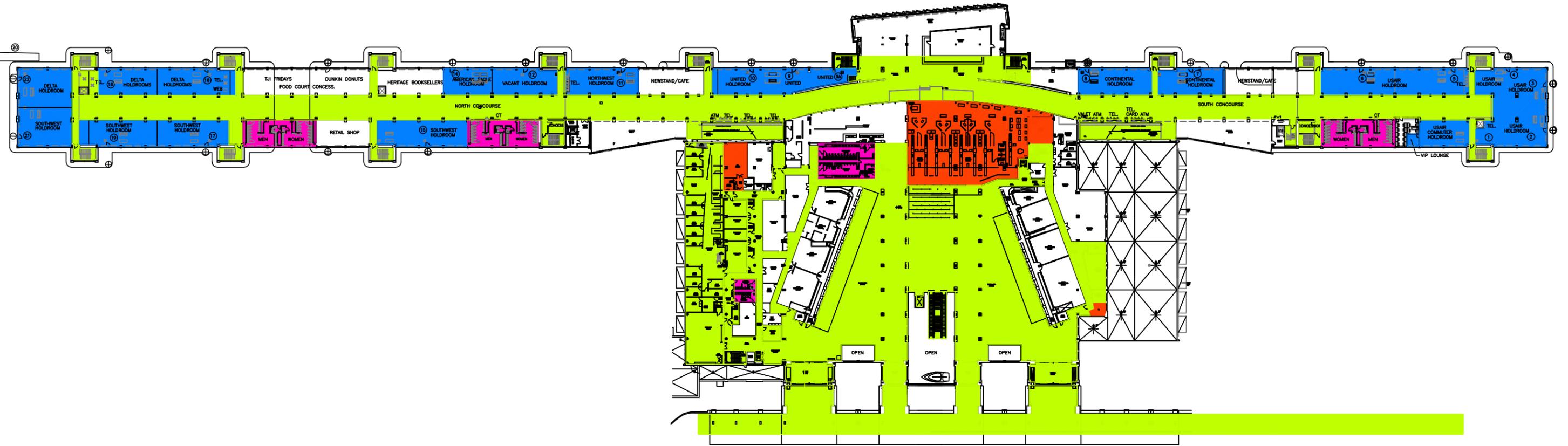
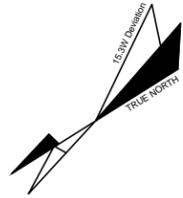
REVISION NUMBER	REVISION DATE	DESCRIPTION



Rhode Island Airport Corporation
T.F. GREEN AIRPORT
 WARWICK, RHODE ISLAND

SHEET TITLE TERMINAL FIRST FLOOR PLAN			
DESIGNED	DRAWN	CHECKED	APPROVED
	MPS	JD	JD
SCALE NOT TO SCALE		PROJECT NO.	
		DATE: 5/14/15	SHEET A-1

S:\CADD Drawings\TF-GREEN\Engineering\PVD-CUSTODIAL SERVICES BIT SET 2015\PVD-SECOND FLOOR-2015.dwg, 5/15/2015 11:32:24 AM



LEGEND

- RIAC/PUBLIC AREAS 123,610 SQ./FT.
- PUBLIC RESTROOMS 8,000 SQ./FT.
- AIRLINE-PREFERENTIAL 35,098 SQ./FT.
- TSA-SECURITY CHECKPOINT 11,757.74 SQ./FT.

TOTAL SECOND FLOOR = 178,465.74 SQ./FT.

ATTACHMENT A

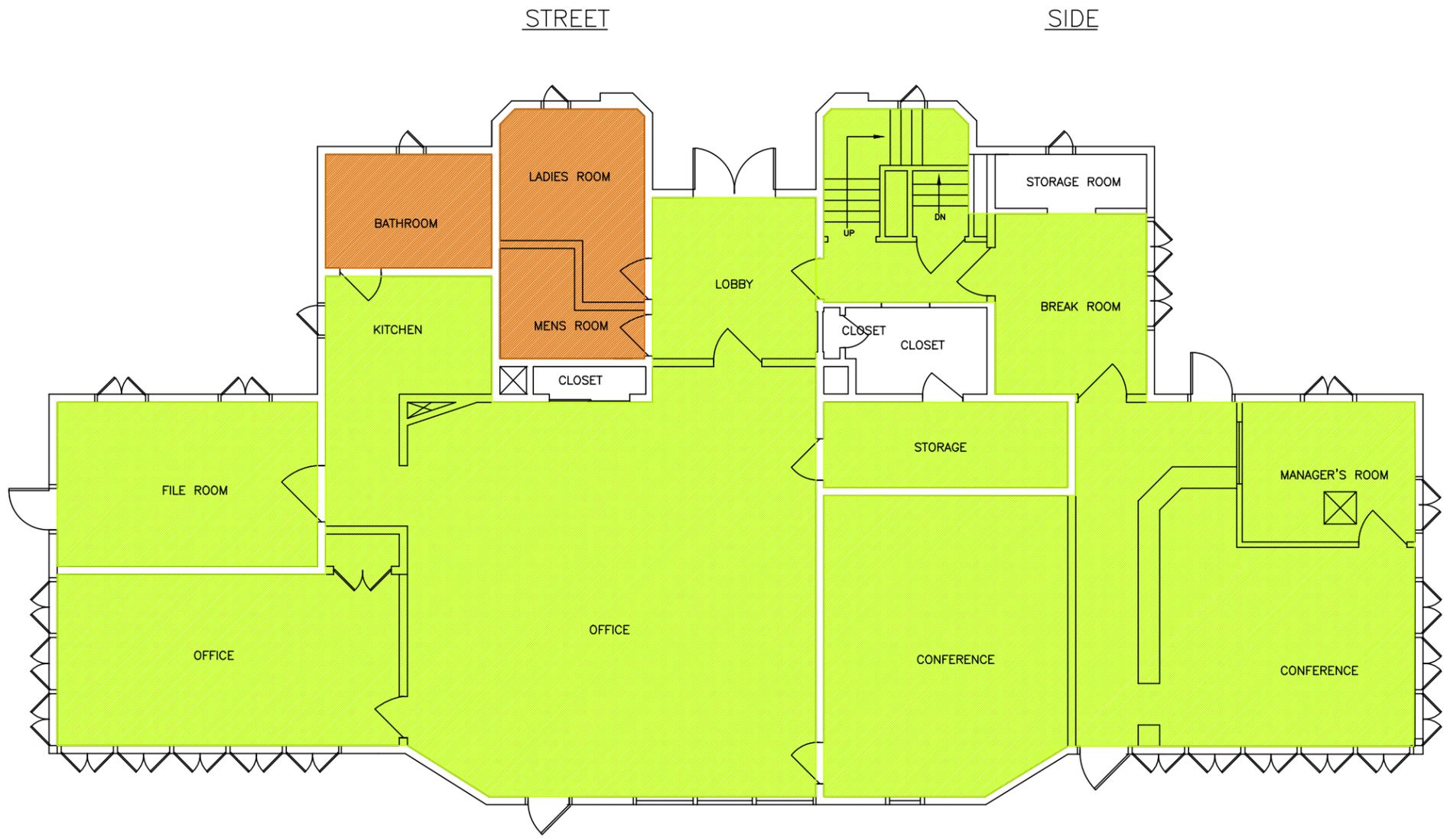
REVISION NUMBER	REVISION DATE	DESCRIPTION



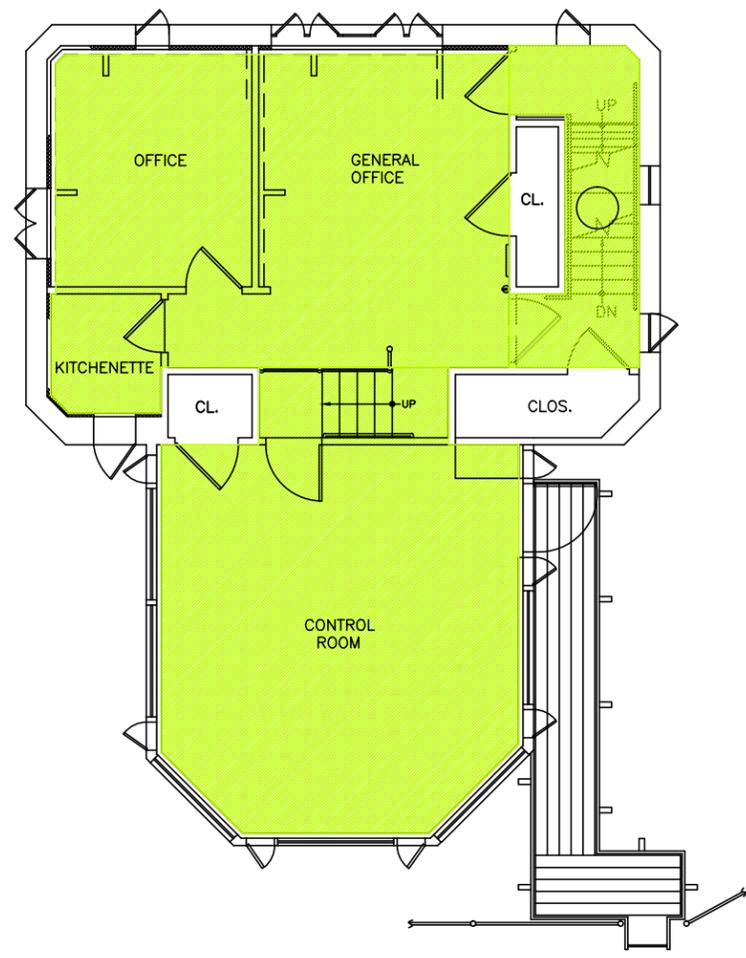
Rhode Island Airport Corporation
T.F. GREEN AIRPORT
 WARWICK, RHODE ISLAND

SHEET TITLE TERMINAL SECOND FLOOR PLAN			
DESIGNED	DRAWN MPS	CHECKED JD	APPROVED JD
SCALE NOT TO SCALE		PROJECT NO.	
DATE: 5/14/15		SHEET A-2	

S:\CADD Drawings\TF-GREEN\Green\Engineering\PVD-CUSTODIAL SERVICES BIT SET 2015\PVD-FIELD-OPERATIONS-FLOOR-2015.dwg, 5/15/2015 11:19:17 AM



FIRST FLOOR PLAN



SECOND FLOOR PLAN

LEGEND

- RIAC/PUBLIC AREAS 3,041 SQ./FT.
- NON-PUBLIC RESTROOMS 210 SQ./FT.

TOTAL AIRFIELD OPERATIONS FACILITY = 3,251 SQ./FT.

ATTACHMENT A

REVISION NUMBER	REVISION DATE	DESCRIPTION



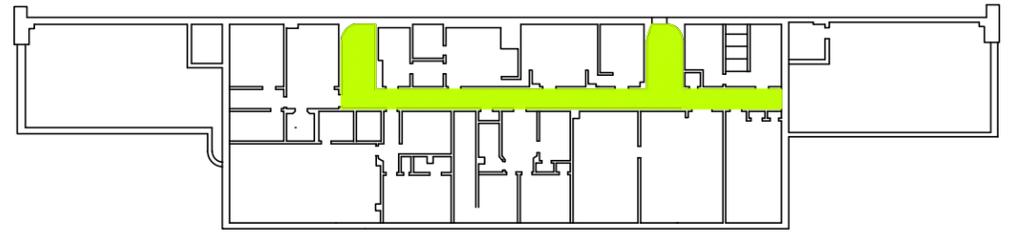
Rhode Island Airport Corporation
T.F. GREEN AIRPORT
 WARWICK, RHODE ISLAND

SHEET TITLE			
FIELD OPERATIONS FACILITY FLOOR PLANS			
DESIGNED	DRAWN	CHECKED	APPROVED
	MPS	JD	JD
SCALE		PROJECT NO.	
NOT TO SCALE		DATE:	SHEET
		5/14/15	A-4

S:\CADD Drawings\TF-GREEN\Green\Engineering\PVD-CUSTODIAL SERVICES BIT SET 2015\PVD-HANGAR-2-2015.dwg, 5/15/2015 11:26:28 AM



FIRST FLOOR PLAN



SECOND FLOOR PLAN

LEGEND

- RIAC/PUBLIC AREAS 1,967 SQ./FT.
- NON-PUBLIC RESTROOMS 75 SQ./FT.

TOTAL HANGAR NO. 2 = 2,042 SQ./FT.

ATTACHMENT A

REVISION NUMBER	REVISION DATE	DESCRIPTION



Rhode Island Airport Corporation
T.F. GREEN AIRPORT
 WARWICK, RHODE ISLAND

SHEET TITLE				HANGAR NO. 2 FLOOR PLANS			
DESIGNED	DRAWN	MPS	CHECKED	JD	APPROVED	JD	
SCALE			NOT TO SCALE		PROJECT NO.		
			DATE:		SHEET		
			5/14/15		A-5		

EXHIBIT B - TERAZZO FLOOR TILE SPECIFICATIONS

USE AND MAINTENANCE

IMPORTANT

The material should not be left outside, as damage to packaging may result in acid rainwater with calcareous deposits eating into the finished surfaces.

STATE AND PREPARATION OF THE FOUNDATIONS

The state and good preparation are fundamental for the correct installation of our tiles and slabs. The supporting surfaces or foundations must be absolutely dry (residual humidity max. 2,5%), level and free of dust, grease, wax, paint, dismantling agents and anything else which could prejudice the efficacy of the adhesion. The maturity of screeds is calculated as about 6-8 days per cm of thickness, unless special quick-drying cements are used. Any pre-existing foundations must be solid, free of cracks, well attached to the base, resistant to the loads foreseen and complete with adequate structural joints. kindly ask for detailed instructions prior to installing floor tiles or slabs on different types of screed.

RECOMANDE ADHESIVES

The use of traditional sand and cement for the laying of Stone Italiana slabs and tiles is be utterly avoided.

Raccomended, on the other hand are two-component fast setting adhesives which have

been specifically studied for the general bonding of re-composed stone material (GRANIRAPID MAPEI). We recommend the use of a serrated spatula to apply the adhesive, so that the quantity extended onto the foundations ensures coverage/soaking of at least 80% of the Stone Italiana product. For the laying of larger sizes we recommend the double spreading system.

For those areas subject to considerable sunlight exposures (i.e.: through windows, direct sunlight) floor tiles must be laid with an elastic two-component fast setting polyurethane adhesive (i.e. KERALASTIC BY MAPEI).

PROPERLY LAYING OF THE SLABS AND TILES

Closed groove laying is to be utterly avoided. Good laying and the correct alignment of the tiles requires the use of open and uniform grooves using specially made nylon spacers.

- Floor tiles must be laid with joints. Width of joints depends on the size of tiles:
i.e. 2 mm on 30x30cm;
3mm on 40x40cm;
3-4mm on 60x60cm;
5mm on 120x120cm.

▪ Joints between tiles must be filled with a grout of cement, avoiding light colours; expansion joints should be executed on a grid pattern and the resulting squares should not exceed 4x4 lin.mt.; expansion joints must be sealed with a silicon grout.

- Floor tiles must be laid mini-

mum 7mm detached from perimetrical walls.

SUGGESTIONS ON CARE AFTER LAYING

Any excess adhesive which should subsequently surface during laying should be removed immediately with a damp sponge to avoid possible damage to the surface of the slabs.

MAINTENANCE AND CLEANING INSTRUCTIONS

Agressive and acid products must be absolutely avoided for marble based products (M). Detergents used must be neutral; protective and regular waxing is necessary.

- Quartz based agglomerates (Q) offer the advantage of less demanding maintenance procedures. This type of product can be cleaned either with detergents that have low basicities (i.e. avoid caustic soda) or with acidic detergents for persistent grime.

STONE
ITALIANA

STONE ITALIANA S.p.a.

Produzione di Lastre in Quarzi e Marmi Ricomposti

Production of Slabs in Recomposed Quartz and Marble

Via Del Perlar, 2 - 37135 Verona Italy

Tel +39.045 8282222

Fax +39.045 8282200

stone@stoneitaliana.com
www.stoneitaliana.com

USO E MANUTENZIONE

ATTENZIONE

Si raccomanda di non lasciare il materiale in esterno perché le piogge acide e i depositi calcari possono danneggiare il materiale all'interno degli imballi e delle palette.

STATO E PREPARAZIONE DEL SOTTOFONDO

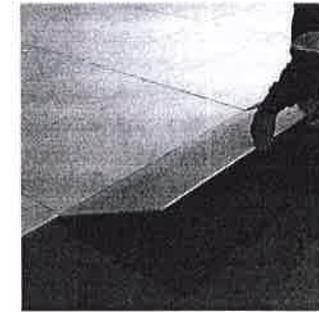
I sottofondi devono essere eseguiti a regola d'arte: asciutti (umidità residua max 2,5%), puliti, piani ed esenti da polvere, grassi e quant'altro possa pregiudicare la buona adesione. La maturazione del massetto si valuta intorno ai 6-8 giorni per cm di spessore, salvo l'impiego di impasti di cementi speciali a rapido indurimento. Eventuali sottofondi preesistenti devono risultare solidi, privi di crepe, ben ancorati al fondo, resistenti ai carichi previsti, completi di adeguati giunti strutturali e preparati per l'aggrappaggio del collante. Per eventuali altre tipologie di sottofondo contattare i ns. uffici.

IL COLLANTE

Per la posa dei prodotti Stone Italiana è assolutamente sconsigliato l'uso delle tradizionali sabbie e cemento, sono invece necessari collanti bicomponenti costituiti da un sacco di composto cementizio e da un fusto di lattice (GRANIRAPID MAPEI). Si consiglia l'uso di una spatola dentata per l'applicazione dell'adesivo in modo che la quantità stesa sul sottofondo assicuri una copertura almeno dell'80% dei prodotti Stone e doppia spalmatura per i formati grandi. Per le zone ad irraggiamento solare (es. vetri-



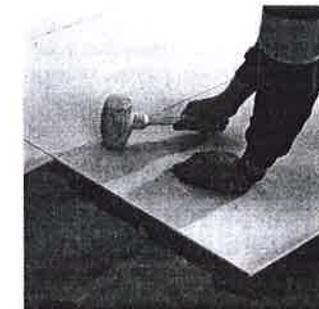
ne a terra) è necessario l'impiego di adesivo poliuretano bicomponente (KERALASTIC MAPEI).



LA POSA

La posa a giunti uniti è sconsigliata. La buona posa e il corretto allineamento delle marmette richiede l'uso di giunti aperti ed uniformi usando appositi distanziatori in nylon.

- Il pavimento deve essere posato con fughe.
- La fuga va dimensionata in funzione delle marmette (2mm su cm 30x30; 3mm su cm 40x40; 3-4 mm su cm 60x60; 5 mm su cm 120x120).



- Le fughe devono essere sigillate con stucco cementizio (evitarsi colori chiari), avendo l'accortezza di sigillare la fuga perimetrale ogni campata con un tubo di stucco 4x4 con stucco silicico.
- Il pavimento deve essere staccato dalle pareti di almeno 10mm.

SUGGERIMENTI PER IL DOPO POSA

Dopo la posa, la pulizia deve essere accurata e approfondita. Si consiglia di utilizzare un monospazzola-aspiraliquali con feltro o spazzola di nylon. Su piccole superfici il lavaggio si può eseguire a mano. I prodotti da utilizzare sono gli stessi della normale manutenzione. Si consiglia la pronta rimozione dei residui di posa, in particolare modo della sigillatura.

ISTRUZIONI PER LA PULIZIA

- Nel prodotto a base marmo (M) non si possono assolutamente impiegare prodotti acidi e aggreudenti. I detergenti devono essere neutri e richiedono periodici trattamenti con cere per marmo, prodotti impregnanti protettivi e antimacchia.

- I ricomposti di quarzo (Q) offrono il vantaggio di una manutenzione meno impegnativa. Si consigliano normali detergenti che non siano di elevata basicità come la soda caustica, oppure detergenti a reazione acida per lo sporco persistente.

STONE
ITALIANA

LEES CARPETS

Maintenance Manual

Introduction – Page 2

Preventive Maintenance & Planning – Page 3

Walk-Off Systems – Page 4

Routine Maintenance:

Vacuuming – Page 7

Spot Cleaning – Page 8

Encapsulator – Page 10

Deep Cleaning:

Bonneting – Page 11

Extraction – Page 12

Special Maintenance Issues – Page 13

Maintenance from the Start

Maintenance Recommendations for Lees Carpets

Your floor covering choice is an investment. It should last for many years, looking as beautiful as the day it was installed. Lees Carpets guarantees and provides handsome, stain-resistant, economical carpets that will last a lifetime. But to keep your carpet looking beautiful, proper maintenance is a must. This document will provide you with the recommended procedures that, if followed, will keep your carpet looking beautifully clean for many years to come.

Carpet gets dirty from the first day it is installed, so you need to start maintaining the carpet from the beginning. The Antron Legacy fiber that Lees uses in our products allows dirt to fall down in the carpet easily (and vacuum up as easily) that Lees Carpets appear to stay cleaner longer than other products. They do get dirty. So begin your maintenance program immediately. Stay on top of the situation and you won't have to spend extra budget dollars on restoration cleanings.

It takes more than magic to keep carpet clean. Machines and chemicals only assist in the process, but PEOPLE clean carpet!! And the quality of your maintenance program depends on the people who are doing the work. Lees has designed carpet that is easily maintained, but, if you don't maintain it, you can't expect it to stay clean.

WARNING! Do not use chlorinated cleaning solutions, quaternary solutions, petroleum distillates, solvent-based cleaners, or citrus cleaning solutions on any Lees Carpet. Products with these types of ingredients can cause break-down of the face fiber or the backing systems of the carpet, causing irreparable damage that can only be fixed by complete replacement of the affected area.

Carpet Life Cycle

The following was put together by Steve Spencer of State Farm. Steve is the facilities guru for State Farm in their corporate headquarters in Bloomington, Illinois. He investigated the life cycle of carpet from the standpoint of maintenance. His example is of the size of a typical regional center for State Farm, containing over 300,000 square feet of carpeted area. As shown in this example, proper care extends the life of the carpet and saves money in the long haul.

Carpet Replacement (cost per square yard); labor, materials, disposal, etc.	\$	35.00
Carpet Replacement Cost for 321,068 square feet	\$	1,248,597
<hr/>		
Six years of life (per year)	\$	208,099
Cleaning Cost at \$0.13 (per square foot per year)	\$	41,738
Annual Total Cost	\$	249,837
Annual Cost X 40 Years	\$	10,033,480
<hr/>		
Ten years of life (per year)	\$	124,859
Cleaning Cost at \$0.26 (per square foot per year)	\$	83,477
Annual Total Cost	\$	208,336
Annual Cost X 40 Years	\$	8,333,440
<hr/>		
Annual Cost Savings	\$	41,501
Life Cycle Cost Savings	\$	1,700,040

Preventive Maintenance

In addition to walk-off areas, some other points to consider when choosing carpet for your facility:

- Color selection is critical in long-term appearance retention; i.e., light color cut pile is a poor choice in heavy traffic areas; darker loop pile will retain its appearance longer. Give consideration to the number of daily foot traffics and type of soil.
- Use walk-off mats outside the main entrance to limit the amount of soiling that is tracked into the restaurant. Fire codes cause doors to open to the outside. This causes a person to move in a back and forth motion upon a mat before entering, thus cleaning feet. If these mats are not also properly maintained, soiling can enter the building. We suggest that a double set of replacement mats be on hand for high traffic areas.
- Train maintenance personnel with this instruction guide. More maintenance guides can be obtained from Lees Technical Service at 1-800-443-2241.
- Train employees in the correct procedures to follow in the event of a spill (i.e., rinse with water, wipe the area with the DuraSafe Instant Spotting Kit, call the maintenance crew).
- Train all employees in the proper and safe use of all equipment and supplies prior to beginning work. Do not use your facility for "on the job training."

Planning of Maintenance

1. By defining the traffic areas in your facility, you can determine a proper maintenance plan. Color code your floor plan to indicate high and medium areas. Based on the diagram on the following page, Lees recommends the following division of traffic areas:

High Traffic - Outside entrances, hallways, break rooms, cafeterias, corridors, elevator lobbies, stairways, main aisles, waiting areas, etc. and *ANY AREA ESSENTIAL TO THE PUBLIC IMAGE OF THE COMPANY.*

Medium Traffic - Secondary aisles, research areas, classrooms, atriums, etc.

Low Traffic - Offices, cubicles, storage rooms, executive areas, etc.

2. Establish frequencies of cleaning. Based on the traffic levels above, Lees recommends observing the following frequencies for vacuuming, spot cleaning, bonnet cleaning (interim cleaning), and hot water extraction (restorative cleaning):

	High Traffic	Medium Traffic	Low Traffic
Vacuuming	Daily	Daily	2-3 Times Per Week
Spot Cleaning	Daily	2-3 Times Per Week	2-3 Times Per Week
DuraSafe 4007 Encapsulator	Weekly	1-2 Times Per Month	Monthly
Pile Lifting	Monthly	Quarterly	2 Times Per Year
Bonnet Cleaning	Monthly	Quarterly	2 Times Per Year
Hot Water Extraction	Quarterly	2 Times Per Year	2 Times Per Year

3. Look at these frequencies over time and monitor the progress. You may adjust the frequencies, if necessary.

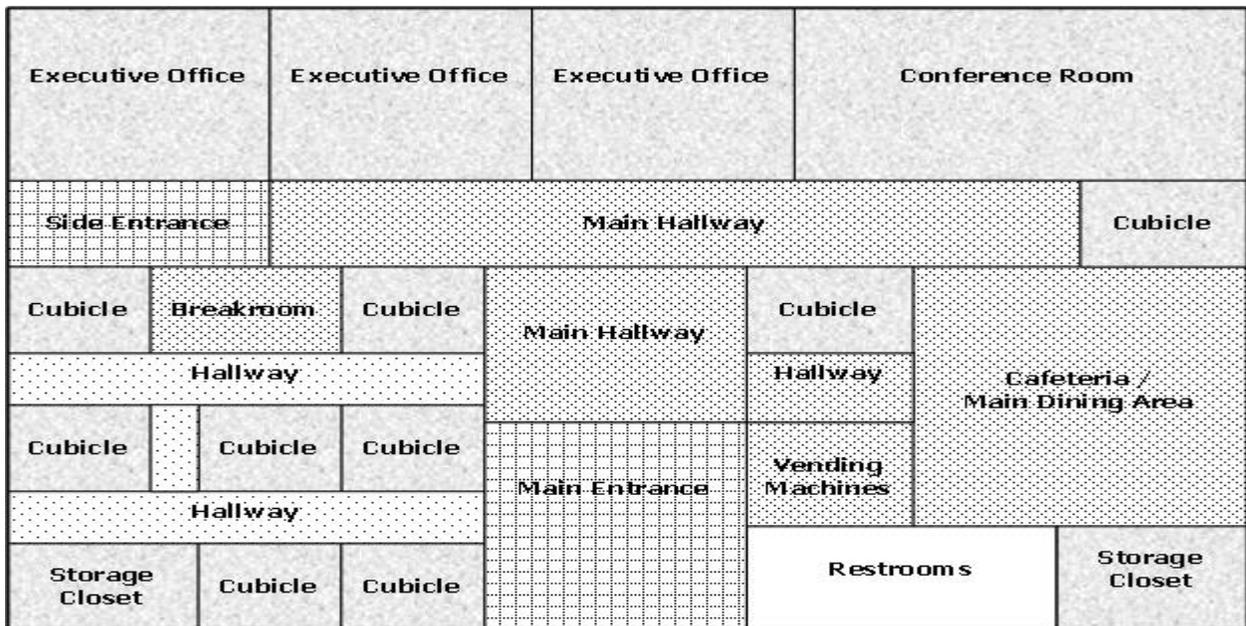
IMPORTANT – Try to keep the carpet uniform in appearance.

The First Line of Defense – Walk-Off Systems

One of the best ways to protect any flooring finishes in your facility is to incorporate an appropriate entry system. Walk-off carpets or walk-off matting systems are specifically engineered to remove and capture debris and moisture before they can make it into the main areas of the building where they can cause accelerated, premature wear. Lees FirstStep and StepUp, available in carpet tile or six-foot roll goods, are each ideal for wall-to-wall installation in entry systems or for use as loose-laid mats over other flooring finishes.

While most facilities have different floor plans, Lees recommends installing a walk-off system, like FirstStep or StepUp at the front entry extending at least 6-feet into the building. This walk-off system can be glued directly to the substrate or made into a loose-lay mat and laid over existing flooring. Walk-off mat systems made of Lees FirstStep or StepUp will trap moisture and soiling before it can be tracked into the building. A walk-off mat will also reduce the potential of slip and fall accidents on hard surface flooring during wet weather.

You may also want to consider installing a walk-off product in other high traffic areas of the building. In this type of situation, you can in effect *create* the area to be cleaned daily by installing a different carpet product. This does not even need to be a walk-off carpet, but can be a coordinating carpet. Lees offers many collections containing various carpet styles that are designed to accent one another when installed in different areas of a building. In areas which receive especially high traffic and soiling, maintenance personnel will have no question as to which areas need to receive special attention. They only need to look at the type of carpet installed. Lees has provided a sample floor plan below to demonstrate. In this example, you may choose to install a walk-off system in the entrance areas, one style of carpet in the High Traffic Areas (main hallways, dining areas), a second style in Medium Traffic Areas (secondary hallways), and a third style in Low Traffic Areas (cubicles, offices, storage areas, conference room).



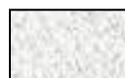
Walk-Off Carpet (High Traffic)



Other High Traffic Areas



Medium Traffic Areas

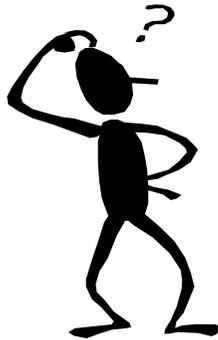


Low Traffic Areas



No Carpet

Maintenance Procedures



Proper carpet maintenance shouldn't be confusing. Just follow these five easy steps for beautifully clean carpet:

ROUTINE MAINTENANCE

Step One – VACUUMING & PILE LIFTING

Step Two – DAILY SPOT REMOVAL

Step Three – LEES DURASAFE 4007 ENCAPSULATOR

DEEP CLEANING

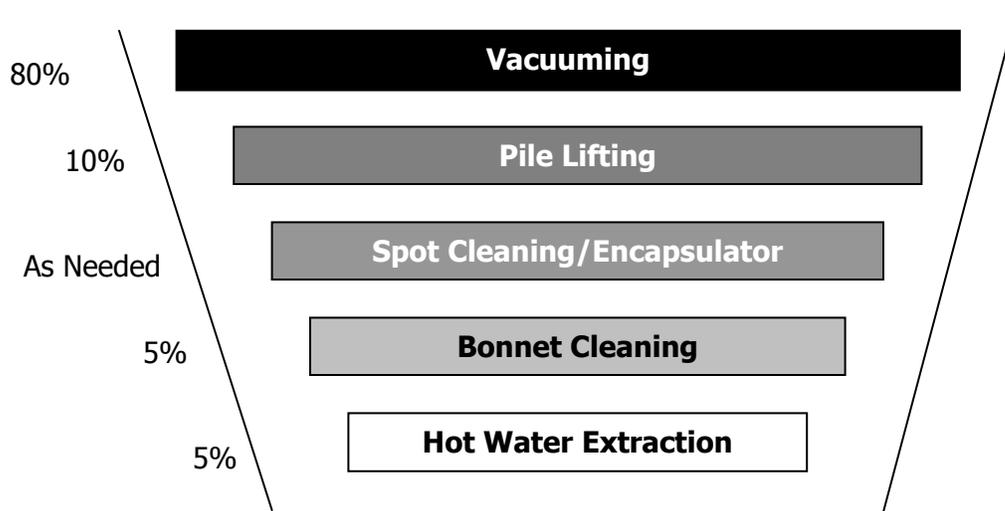
Step Four – BONNETING

Step Five – HOT WATER EXTRACTION



Lees Recommended Maintenance Program

FUNNEL CLEANING – CLEAN WHERE THE DIRT IS!



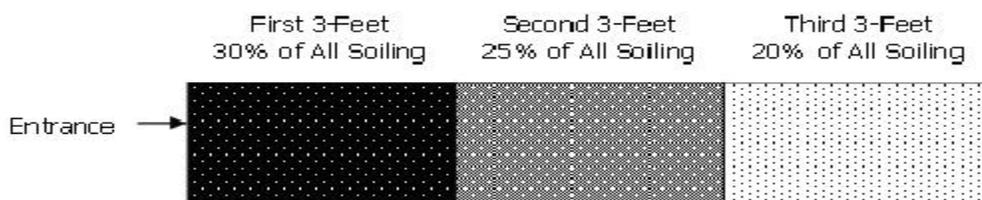
Most maintenance programs employ only a small amount of vacuuming, while spending more time on bonnet cleaning and hot water extractions. Unfortunately, bonnet cleaning and hot water extraction are the most expensive maintenance methods. They require more man-hours and more expensive equipment and chemicals than vacuuming. Vacuuming requires fewer man hours and NO chemicals. (However, periodic use of the DuraSafe 4007 Encapsulator will enhance the vacuuming process.) Done effectively, **vacuuming can remove 85% of the soil in the building.** This leaves more time for the maintenance crew to focus on effective spot cleaning, resulting in less chemical usage and less time wasted.

The Proctor and Gamble Carpet Soiling Study

To properly plan for carpet maintenance, it is important to know the types of soils one is trying to remove. The following Proctor and Gamble Study lists typical soils found in carpet:

- * 79% - Insoluble soils, sand, quartz, clay, carbon
- 10% - Petroleum, oils, grease, tar, animal and vegetable oil
- * 6% - Sugar, starch, salts
- 5% - Moisture, unknown residues

It is important to note that 85%* of soil is dry and can be removed through routine vacuuming. In fact, most soiling will occur within the first 9 feet from the entrance to the building. Vacuuming any entrance areas at least once, preferably twice, daily will help to reduce to the level of soil that is tracked into other areas.



Step One: Vacuuming

Vacuuming is the most effective way to remove soil. 85% of all dirt comes up with vacuuming! Apply your main vacuuming efforts where the most soiling occurs. Design your vacuuming program to follow the traffic patterns of the room. As a rule, make at least eight passes on all major traffic areas for as far as they extend into the building.

Equipment

Use a dual motor or twin fan upright vacuum with a beater bar or double row of brushes with high suction. The bar or brush should be about 1/8" below the vacuum cleaner casing to ensure proper abrasive agitation.

Frequency

Vacuum all High and Medium Traffic Areas daily. Vacuum the Low Traffic Areas 2-3 times per week.

Procedure

1. Make at least 10 vacuum passes on the area of carpet two footsteps (three-feet) in from the entrance. Make at least eight passes on the area of the next two footsteps. Make eight passes with the vacuum cleaner for other high traffic areas. Make six to four passes with the vacuum cleaner for medium and low traffic areas. This is called the "10-8-6 Formula." Soiling studies have shown it to be a very effective way to remove and control tracked-in soil.
2. **Vacuum with slow, deliberate passes, forward and backward.** Slow movement allows time for air to circulate through the carpet and extract the soil. At least four passes (forward and backward) on the same area is required to effectively extract loose dirt.
3. Most problem areas in the carpet are discovered during vacuuming. Keep a pair of scissors in a holster off the vacuum to clip snags. Hang a clip board off the vacuum for notes pertaining to areas of concern. Define the type of repair needed and act accordingly.

Pile Lifting

A pile lifter is a "vacuum on steroids." Pile lifting breaks up packed down dirt and removes 10% more dirt than vacuuming. That means that 95% of the soil in carpet is removed by vacuuming and pile lifting – and without the use of chemicals or wet cleaning methods!

Equipment

Use a pile lifter that has sufficient suction to lift the pile and enhance the vacuuming process. Use high efficiency filter media.

Frequency

Pile lift High and Medium Traffic Areas monthly. Pile lift Low Traffic Areas every other month.

Procedure

1. Pile lift slowly and deliberately so the pile is lifted to an erect position. Test the speed of machine travel based on carpet pile and density.
2. Inspect all equipment daily to ensure proper effectiveness. You must fix or replace equipment in disrepair immediately.

Step Two: Daily Spot Removal

Use a small, hand-held extractor for spot cleaning. Rinse and extract all cleaning products, leaving no residue. Then spray a fine mist of DuraSafe 4007 over the affected area.

Important Considerations

- **“Water is our main cleaning agent.” WATER WILL REMOVE MOST SPILLS FROM LEES CARPET.** Your Lees Carpet has the Duracolor dye system, which is a unique chemistry that results in a product that will not accept stains that normally destroy most other commercial carpets. This patented technology is built into the carpet fiber, so even after a one-million foot traffic count, Duracolor's stain resistant properties are still hard at work. Duracolor offers permanent resistance to 96% of all common spills.
- **OVER-USE OF CHEMICALS WILL CAUSE THE CARPET TO RE-SOIL MORE QUICKLY. Use chemicals for spot cleaning only after you try to remove the spot with water.** Also, be sure to rinse the chemical completely from the carpet. Rinse the spot with water until no suds come back out of the carpet, then spray the area with DuraSafe 4007 Encapsulator.
- **DURASAFE 4007 ENCAPSULATOR SHOULD BE USED AFTER ALL SPOT CLEANING PROCEDURES.** DuraSafe 4007 is an encapsulator that will cling to the dirt, break it up under traffic, and allow it to be vacuumed up during the next daily vacuuming.
- **WARNING! Do not use chlorinated cleaning solutions, quaternary solutions, petroleum distillates, solvent-based cleaners, or citrus cleaning solutions on any Lees Carpet.**

Equipment

DuraSafe 4007, 2007, 5007, and/or 6007 – Based on the type of spot.

Hoover Steam Vac or Small Extraction Machine – To extract the spot cleaner and the spill.

Clean Terry Cloth Towels/Paper Towels – To extract remaining moisture from the carpet.

Spotting Brush with Full Length Handle – To work in the DuraSafe 4007 Encapsulator after the spot removal procedure.

Unidentified Spots

1. Blot or vacuum up any liquid or solid so that it will not soak in. Do not rub or push down on the spot. Always blot gently. Move in a circular motion from the outside of the spot toward the inside and with an upward motion. Keep blotting until you cease to get transfer.
2. Add water to the spot. (Hot spills should be removed with water the same temperature.) Do not soak the stain. Add just enough to get a transfer of the spot. Repeat the process as long as you get a transfer of the spot.
3. Spray a small amount of **DuraSafe 4007** directly on the spot. Use care to wet the spot, but not saturate the carpet.
4. Gently massage the spotter into the soiled area in four directions using a spotting brush. Always work from the outer edge towards the center of the spot.
5. Allow the cleaner to dry, then vacuum the area thoroughly after drying to remove crystals and any remaining encapsulated soil.
6. If DuraSafe 4007 does not work, apply **DuraSafe 2007** in the same manner.
7. After the spot is completely removed and all cleaner is rinsed from the carpet, spray a small amount of **DuraSafe 4007** to the affected area, brush the spotter in four directions, and allow to dry.

Identified Spots

1. Clean spots daily with DuraSafe Cleaning Products. The best time to identify spots is during regular vacuuming.
2. Blot up the liquid spill with an absorbent cotton cloth. Dampen the cloth with water only. Rub lightly from the outer edges of the spot to the center. The spot should be visible on cloth.
3. Use cold water first. Use hot water second. If the spill was hot (such as coffee or tea), it may require hot water to remove.
4. Consult the chart below for specific spots.

WARNING!

Do not use chlorinated cleaning solutions, quaternary solutions, petroleum distillates, solvent-based cleaners, or citrus cleaning solutions.

Spots	Procedure
Beverages (Fruit Juice), Catsup, Chalk, Honey, Jelly, Kool-Aid®, Liquor, Maple Syrup, Milk, Milk Shakes, Soft Drinks	Wet the spot using cold water. Extract and repeat until the spot is removed. Heat the water if necessary. Do not exceed 160° F. If the spot remains, use the procedure below.
Butter, Candy, Canned Fruit, Chocolate, Gravy, Ice Cream, Margarine, Peanut Butter, Salad Dressing (Ranch, Blue Cheese), Soy Sauce, Tomato Paste, Wine	Spray a small amount of DuraSafe 4007 directly on the spot. Use care to wet the spot, but not saturate the carpet. Gently massage the spotter into the soiled area in four directions using a clean, dry cloth. Blot any residual moisture from the area. Rinse the area thoroughly with water to all cleaner and soil. After the spot is completely removed and all cleaner is rinsed from the carpet, spray a small amount of DuraSafe 4007 to the affected area, brush in four directions, and allow to dry.
Hand Lotion, Ink, Lipstick, Mayonnaise, Oil-Based Salad Dressings, Paint, Glue, Gum	Spray a small amount of DuraSafe 2007 directly on the spot. Use care to wet the spot, but not saturate the carpet. Gently massage the spotter into the soiled area in four directions using a clean, dry cloth. Blot any residual moisture from the area. Rinse the area thoroughly with water to remove all cleaner and soil. After the spot is completely removed and all cleaner is rinsed from the carpet, spray a small amount of DuraSafe 4007 to the affected area, brush in four directions, allow to dry.
Coffee, Tea, Red Wine, Yellowing	For these spots, the recommended spotter is DuraSafe 5007 . Wet the spot with cold water. Apply DuraSafe 5007 to the area with a clean cloth. Gently blot the area to remove the spot. Extract and flush with clear water. Repeat until the spot is removed. After the spot is completely removed and all cleaner is rinsed from the carpet, spray a small amount of DuraSafe 4007 to the affected area, brush in four directions, allow to dry.
Blood, Urine	For blood and urine spots, we recommend DuraSafe 6007 . Wet the spot using cold water. Apply DuraSafe 6007 to the area with a clean cloth. Gently blot the area to remove the spot.. Extract and flush with clear water. Repeat until the spot is removed. After the spot is completely removed and all cleaner is rinsed from the carpet, spray a small amount of DuraSafe 4007 to the affected area, brush in four directions, allow to dry.

If the spot returns, either the cleaner was not fully rinsed from the carpet and it caused rapid resoiling, or the spot at the yarn base was bigger than the surface spot. Either condition can be corrected easily by thoroughly rinsing the area with warm water, then applying a fine spray of DuraSafe 4007 to the affected area.

Step Three – Lees DuraSafe 4007 Encapsulator

DuraSafe 4007 is an encapsulator that will cling to the dirt, break it up under traffic, and allow it to be vacuumed up during the next daily vacuuming. An “encapsulator” is a recent development in carpet chemistry that surrounds both the dirt and the carpet fiber, creating a smooth non-stick surface on the dirt and fiber to discourage a dirt-fiber bond.

Lees DuraSafe 4007 Encapsulator simplifies dirt removal. It also makes dirt and other carpet contaminants larger so a vacuum and vacuum filter will work better. It encases contaminants and whatever else is in the carpet such as dirt, mites and allergens, then it dries to a brittle polymer that breaks up and is easily vacuumed away. It assists in cleaning for health by reducing respirable particles that cause many health problems.

DuraSafe 4007 is a multi-purpose chemical. It is used after spot cleaning to limit re-soiling. It is used as a bonnet cleaning pre-spray (discussed later in this manual). And, finally, it can be applied to the entire carpeted surface weekly or monthly to promote easier soil removal and more effective vacuuming. If DuraSafe 4007 is sprayed onto the floor surface once per week to once per month (depending on traffic level), it will help to keep the carpet cleaner between bonnet cleaning and extractions, and can even help to prolong the amount of time needed between these deep cleaning procedures – saving you time and money.

NOTE: The only encapsulator Lees recommends is DuraSafe 4007. Other encapsulators that contain fluorochemicals are not recommended. Some of these chemical treatments, such as Scotchguard® and Teflon™ can leave a residue that actually detracts from the appearance and performance of Lees Carpet, rather than enhancing it.

Frequencies

- Once per week in high traffic areas
- Once per month in medium traffic areas

Procedure

1. After the standard vacuuming procedure, spray a light mist of DuraSafe 4007 over the entire carpeted area.
2. DuraSafe 4007 dries quickly, usually within 5-10 minutes, but the carpet will be wet briefly. Plan this procedure for a time when traffic is at its lightest.
3. After a brief drying period, carpet is ready for normal use.

Deep Cleaning – Bonneting and Hot Water Extraction

Lees recommended deep cleaning methods are bonnet cleaning and hot water extraction. It's not a matter of one method or the other, but using both together to achieve the desired results. Bonneting cleans the top of the carpet and extraction cleans the bottom. Used together, they are very effective.

The table below is simply a recommendation based on average traffic levels and soiling. You may adjust these frequencies based on the carpet's appearance in your facility. You may also extend the time between extractions if the encapsulator application and thorough vacuuming routines are maintained.

DEEP CLEANING FREQUENCIES						
	High Traffic		Medium Traffic		Low Traffic	
	Bonnet	Extract	Bonnet	Extract	Bonnet	Extract
January		X	X			
February	X					
March	X			X		X
April		X	X			
May	X					
June	X				X	
July		X	X			
August	X					
September	X					X
October		X	X			
November	X					
December	X			X	X	

Step Four: Bonneting

Bonnet cleaning is an interim method that can be used between restorative cleanings. It is a low-moisture surface cleaning process. It is not a substitute for the thorough deep cleaning process of a restorative cleaning (i.e., hot water extraction).

Equipment

Bonnet Machine – Use a low-speed bonnet machine.

100% Terry-Cloth Cotton Bonnets – Be sure to have enough bonnets available. The bonnets must be turned or changed whenever they show signs of soiling.

DuraSafe 4007 Bonnet Cleaning Concentrate – This chemical should be diluted before use, then pre-sprayed onto the carpet.

Airless Sprayer – The airless sprayer is used for pre-spraying the chemical application.

Vacuum – For removing the dried chemical and soil.

NOTE: Do not soak bonnets in chemicals.

Procedure

1. Thoroughly vacuum all areas to be bonneted.
2. Hold spray nozzle 12 to 18 inches from the carpet and apply **DuraSafe 4007** to the entire area to be cleaned. Wet but do not saturate.
3. Allow five minutes of dwell time.

NOTE: Lees does not recommend the use of chemicals in the bonnet shower tank.

4. Bonnet using a clean, dry terry-cloth cotton bonnet. When two-thirds of the bonnet shows signs of soil, either reverse or change the bonnet. Proper cleaning requires at least one bonnet for every 250 square feet cleaned.
5. Bonnet clean the entire flooring surface, then allow time for drying (1/2 – 1 hour).
6. Dry vacuum to remove crystals and encapsulated soil.

Step Five: Hot Water Extraction

Equipment

Portable Extraction Machine – The machine should have a wand. The extraction machine should be able to heat the water to between 150° and 180° at the spray nozzle.

DuraSafe 3007 Hot Water Extraction Cleaning Concentrate Prespray – This chemical should be diluted before use, then pre-sprayed onto the carpet.

Airless Sprayer – Used for pre-spraying chemical application.

Snail Fans or Air Movers – Use the fans to speed the drying of the carpet.

Procedure

1. Thoroughly vacuum all traffic areas, then pre-spray DuraSafe 3007 using an airless sprayer. Allow at least five minutes dwell time.

NOTE: THE SECRET TO CHEMICALS IS NOT HOW MUCH, BUT HOW LONG! Dwelling time, not amount used of chemical is what's important to be effective. A couple ounces dwelling 5-10 minutes will be much more effective than jetting down ten times as much chemical and immediately extracting.

2. Heavily soiled areas may require scrubbing with a nylon brush, an Americlean Carpet Scrubber, or a rotary machine to break up soil deposits prior to hot water extraction.
3. Extract thoroughly, using water only. **Do not put any chemicals into the extractor tank.**
4. Perform a clear-water rinse following the deep cleaning extraction.
5. **Follow each wet pass with a minimum of three dry passes.** Delay the last dry pass to allow final wicking. Run this last pass perpendicular to the other passes.
6. **Enhance drying time by following the extraction with a dry terry cloth bonnet procedure.** A dry bonnet procedure eliminates wick-back, gives the carpet a uniform look by eliminating extractor lines, and improves the drying process.
7. Use snail fans or air movers for the final drying of the carpet. Allow three hours drying time after the last extraction before traffic is allowed on the carpet again.

Special Maintenance Issues

Restoration of Heavily Soiled Carpet

Equipment

Vacuum - Use a dual motor or twin fan upright with a beater bar or double row of brushes with high suction.

Pile Lifter - Use a pile lifter that has sufficient suction to lift the pile and enhance the vacuuming process.

Extraction Machine – Use a portable extraction machine with a wand. The extraction machine should be able to heat the water to between 150° and 180° at the spray nozzle.

Bonnet Machine – Use a low-speed bonnet machine with 100% terry-cloth cotton bonnets.

Procedure

1. Vacuum the area, using 20 to 30 passes on the same area to effectively extract loose dirt.
2. Pile lift the area slowly and deliberately so that the pile is lifted to an erect position. After pile-lifting, vacuum the area again with a minimum of four passes.
3. Apply DuraSafe 3007 Hot Water Extraction Concentrate in proper dilution levels by pre-spraying with an airless sprayer. Allow five minutes dwell time.
4. Heavily soiled areas may require scrubbing with a nylon brush, a wire pad on a rotary machine, or an Americlean Carpet Scrubber to break up soil deposits prior to hot water extraction. You may also bonnet using a wire pad bonnet. This is an aggressive pad and should be used primarily on level loop carpets. Agitate the carpet with the pad; this works the chemicals into the carpet.
5. Using a hot water extraction machine, extract the area thoroughly with clear water. **Do not put any chemicals into the rinse or "solution" tank of the extractor.**
6. Follow the extraction with a clear water rinse. Extract the cleaning products from the carpet, leaving no residue in the carpet. Follow each wet pass with at least three dry passes.
7. Enhance drying time by using a dry terry cloth bonnet procedure. Bonnet the carpet thoroughly with the dry bonnet until transfer of soil no longer occurs. This finish bonneting will reduce the rate of re-soiling.

Heavily Shampooed Carpet (Heavy Chemical Residue)

Equipment

Extraction Machine – Use a portable extraction machine with a wand. The extraction machine should be able to heat the water to between 150° and 180° at the spray nozzle.

Bonnet Machine – Use a low-speed bonnet machine with 100% terry-cloth cotton bonnets.

WATER – Be sure to have a large amount of water for this procedure. Every 2' x 2' area of carpet may require a full five-gallon bucket of water to break up the chemical residue.

Procedure

NOTE: This procedure requires two maintenance personnel: one to wet the carpet and another to extract.

1. One member of the maintenance crew should wet the carpet thoroughly using only water. The amount of water needed will depend on the level of chemical residue in the carpet.
2. Scrub areas with heavy residue with a wire pad bonnet. This is an aggressive pad that will break up chemical deposits prior to hot water extraction.
3. Using a hot water extraction machine, extract the area thoroughly. With the extraction pass, do not add any water or chemicals to the carpet. Simply extract the sudsy residue produced in the first two steps.

4. The first three steps of this procedure may need to be repeated three or four separate times to fully remove all chemical residue from the carpet. Repeat the above procedures until no suds are created when the carpet is wetted and agitated.
5. Follow the final extraction with a clear water rinse.
6. Follow each wet pass with a minimum of three dry passes.
7. Enhance drying time by using a dry terry cloth bonnet procedure. Bonnet the carpet thoroughly with the dry bonnet to help reduce the rate of re-soiling.

Rotation of Carpet Tile

NOTE: Before removal of the carpet tiles, be sure that the carpet is clean and dry. Lees recommends that any maintenance procedures be carried out the night before removal.

1. Using a floor plan of the space or spaces where you would like to rotate carpet tile, color code the high, medium, and low traffic areas.
2. Count the number of tiles you are rotating in each area. For example, if you are rotating 40 carpet tiles in the high traffic area, you will need to remove 40 tiles from the medium traffic area and 40 tiles from the low traffic area.
3. Remove the desired carpet from the high traffic area, keeping the carpet tile stacked back to back so that no transfer of adhesive will occur to the yarn side of the tiles.
4. Move the carpet tiles from the high traffic area to the low traffic area. Do not remove the low traffic carpet tiles as yet.
5. Remove the carpet tiles from the medium traffic area and stack them as in step 3.
6. Install the carpet tiles from the medium traffic area into the empty spaces left in the high traffic area.
7. Remove the carpet tiles from the low traffic area and stack them as in step 3.
8. Install the carpet tiles from the low traffic area into the empty spaces left in the medium traffic area.
9. Install the carpet tiles from the high traffic area into the empty spaces left in the low traffic area.

Some Final Words...

The SINGLE BIGGEST MISTAKE people make in cleaning our carpet is the excessive use of the wrong chemicals. Too much chemical left in the carpet causing re-soiling; the use of high pH cleaners masks the Duracolor system. Use cleaners with a pH not lower than 5.0, nor greater than 8.0. **WARNING! Do not use chlorinated cleaning solutions, quaternary solutions, petroleum distillates, or citrus cleaning solutions.**

THE PURPOSE OF CHEMICALS IS TO ATTRACT DIRT. Use chemicals when needed, but remove all chemicals with a clear water rinse (with the exception of the DuraSafe 4007 Encapsulator). Chemical left in the carpet will cause rapid re-soiling. Use chemicals sparingly and remember that whatever you put in the carpet must be removed. The only exception to this rule is the DuraSafe 4007 Encapsulator. Weekly/monthly use of the 4007 will help the carpet come clean more easily during spot cleaning and help your daily vacuuming remove more of the set-in soil in the carpet.

The key to great looking carpet is using the right combination of methods and the right chemicals in the right manner. The right procedures coupled with the right people doing the work is all you will ever need to maintain the carpet and, as a result, extend your investment and keep your customers coming back time after time.



REZTEC AND REZTEC CHUNKS RUBBER FLOORING CARE AND MAINTENANCE INSTRUCTIONS

TECHNICAL SUPPORT 800.345.6202

Reztec flooring should be sealed for easier maintenance. It cannot be sealed for 72 hours after installation therefore it should be covered on jobsites until it can be sealed.

Reztec, particularly in light colors, will fade or yellow if subjected to intense sunlight light; Expanko recommends the use of window treatments to reduce levels of light.

Use entrance mats to help prevent excessive dirt and grit from coming in contact with the floor. Do not allow a moisture saturated floor mat to remain for extended periods of time on Reztec. Certain rubber compounds used in doormats can cause discoloration of the floor.

POST INSTALLATION MAINTENANCE

During installation, any excess adhesive must be immediately removed from the tile surface using a cloth slightly dampened with denatured alcohol. Do not soak the floor as discoloration can result. Dried adhesive is difficult to remove. If any dried adhesive is found on the floor surface it can be removed by mechanical means (sanding with 180 grit paper is recommended).

After adhesive has been allowed to cure for at least 72 hours, sweep and vacuum the floor to remove all dirt and grit.

Damp mop the floor using *GP Forward* at the recommended dilution. *GP Forward* (available from Expanko). Use a buffer or auto-scrubber with a soft red or blue contact pad to scrub the floor. Do not use excessive amounts of water on the floor during cleaning. Use only enough water to ensure that the scrubbing process occurs on a damp floor. After cleaning, immediately clean up liquid from the floor and allow it to dry. Perform this cleaning process two times or as needed.

After the floor is cleaned as instructed above, mop the floor with a well wrung out damp mop and warm water. The floor should then be buffed with a white pad to remove any residual detergent.

In order to protect the floor and provide an easy to maintain surface, Expanko recommends sealing Reztec with *Johnson's Wax Carefree Matte Floor Finish (Carefree Matte)*.

In areas where cleats or heavy objects such as free weights will come in contact with the product, sealer is not recommended. Also, use of light colored patterns in these areas is not recommended.

On clean floor, apply *Carefree Matte* according to the instructions listed on the container. For certain applications including health care and aged care facilities, sealing the floor first with *Johnson's Wax Technique Base Coat Tile Floor Sealer (Technique Sealer)* is recommended prior to the application of the *Carefree Matte*. The *Technique Sealer* will provide additional resistance from potentially damaging materials used in these facilities.

Apply 3-4 coats of sealer. It dries quickly and can be all coats can be done in one day.

**REZTEC AND REZTEC CHUNKS
CARE AND MAINTENANCE INSTRUCTIONS**

www.expanko.com
800.345.6202

DAILY AND WEEKLY CARE:

Proper maintenance will greatly reduce the amount of times the floor will need to be re-coated.

Sweep or vacuum the floor daily to remove dirt and grit.

Damp mop the floor using *Stride Neutral Cleaner* at the recommended dilution rate. For tough, worked in dirt and grit, *GP Forward* can be used at the recommended dilution rate. Both products are available through Expanko.

Re-coating of the floor must take place when the sealer begins to show signs of wear. The re-coating process can be performed overnight.

STRIPPING:

Prior to stripping the entire floor, Expanko highly recommends stripping in a test area first to ensure that the process being used does not damage the floor. If *Technique Sealer* has been used to seal the floor, the stripper will not remove this sealer. Therefore, it is typically not necessary to reapply the *Technique Sealer* after stripping.

Sweep and vacuum the floor.

Following manufacturers instructions, apply *Johnson's Wax Professional* brand stripper to the floor using the recommended dilution rate. Strip only a small section at a time.

Allow stripper to act on the floor for 5 minutes and then scrub floor with a soft nylon brush.

Remove residue with a wet vac and rinse floor with water. Allow the floor to dry for 2-4 hours.

Clean the floor as specified above in cleaning instructions.

Apply 3-4 coats of *Carefree Matte* according to manufacturers' instructions.

MAINTENANCE PRODUCTS AVAILABLE FROM EXPANKO:

Stride Neutral Cleaner

GP Forward

Carefree Matte Floor Finish

The following documents are available on our website (www.expanko.com) or by calling 800.345.6202.
Reztec Damaged Tiles Replacement Instructions (Document ID: 317)



Sheet, Tile, ECOpave and ECOcomfort

TECHNICAL MANUAL

Installation • Maintenance • Warranty

www.ecosurfaces.com • 1-877-326-7873

Revised on 5/27/10. Supersedes all previous versions. Check website for updates.

TABLE OF CONTENTS

INSTALLATION	2-14
Job Site Conditions	2
Subfloors	2
Subfloor Preparation	2-4
Storage & Handling	4-5
Sheet Installation	
ECOnights	5-7
ECOsand	5-7
ECOearth	5-7
ECOstone	5-7
ECOstars	5-7
ECORocks	5-7
ECOcomfort	14
Tile Installation	
ECOnights	8-10
ECOsand	8-10
ECOearth	8-10
ECOstone	8-10
ECOstars	8-10
ECORocks	8-10
ECOpave	10-14
MAINTENANCE	15-18
ECOnights	16-17
ECOsand	16-17
ECOearth	16-17
ECOstone	16-17
ECOstars	16-17
ECORocks	16-17
ECOpave	18
WARRANTY	19

INSTALLATION

I. JOB SITE CONDITIONS

- A. Installation should not begin until after all other trades are finished in the area. If the job requires other trades to work in the area after the installation of the floor, the flooring should be protected with an appropriate cover.
- B. Areas to receive flooring should be weather tight and maintained at a minimum uniform temperature of 65° F (18° C) for 48 hours prior to, during, and after installation.

II. SUBFLOORS

ECOnights, ECOsand, ECOstone, ECOstars, ECOearth, ECOrocks, and ECOcomfort rolls and tiles may be installed over concrete, approved cementitious based self-leveling materials such as Ardex K-15 or equivalent, and wood.

Note: Ardex Engineered Cements
400 Ardex Park Drive
Aliquippa, PA 15001
(724) 203-5000

Note: Gypsum based patching and leveling compounds are not acceptable.

- A. Wood Subfloors: Wood subfloors should be double construction with a minimum thickness of 1". The floor must be rigid, free from movement and have at least 18" of well-ventilated air space below.
- B. Underlayments: The preferred underlayment panel is APA underlayment grade plywood, minimum thickness of 1/4", with a fully sanded face.

Note: Particle board, chip board, Masonite, and lauan are not considered suitable underlayments.

- C. Concrete Floors: Concrete shall have a minimum compressive strength of 3000 psi. It must be fully cured and permanently dry.

III. SUBFLOOR REQUIREMENTS AND PREPARATION

- A. Subfloor shall be dry, clean, smooth, level, and structurally sound. It should be free of dust, solvent, paint, wax, oil, grease, asphalt, sealers, curing and hardening compounds, alkaline salts, old adhesive residue and other extraneous materials, according to ASTM F710.

- B. Subfloor should be smooth to prevent irregularities, roughness, or other defects from telegraphing through the new flooring. The surface should be flat to the equivalent of 3/16" (4.8 mm) in 10 feet (3.0 m).
- C. Mechanically remove all traces of old adhesives, paint, or other debris by scraping, sanding, or scarifying the substrate. Do not use solvents. All high spots shall be ground level and low spots filled with an approved cementitious based patching compound.
- D. All saw cuts (control joints), cracks, indentations, and other non-moving joints in the concrete must be filled with an approved cementitious based patching compound.
- E. Expansion joints in the concrete are designed to allow for expansion and contraction of the concrete. If a floor covering is installed over an expansion joint, it more than likely will fail in that area. Expansion joint covers designed for resilient floor coverings should be used.
- F. Always allow patching materials to dry thoroughly and install according to the manufacturer's instructions. Excessive moisture in patching material may cause bonding problems or a bubbling reaction with the E-Grip III™ adhesive.

HAZARDS:

SILICA WARNING - Concrete, floor patching compounds, toppings, and leveling compounds can contain free crystalline silica. Respirable crystalline silica (particles 1-10 micrometers) can be produced by cutting, sawing, grinding, or drilling. Respirable silica is classified by OSHA as an IA carcinogen and is known to cause silicosis and other respiratory diseases. Avoid actions that cause dust to become airborne. Use local or general ventilation, or protective equipment, to reduce exposure below applicable exposure limits.

ASBESTOS WARNING - Resilient flooring, backing, lining felt, paint, or asphaltic "cutback" adhesives can contain asbestos fibers. Avoid actions that cause dust to become airborne. Do not sand, dry sweep, dry scrape, drill, saw, beadblast, or mechanically chip or pulverize. Regulations may require that the material be tested to determine asbestos content. Consult the documents titled, "Recommended Work Practices for Removal of Existing Resilient Floor Coverings," available from the Resilient Floor Covering Institute.

LEAD WARNING - Certain paints can contain lead. Exposure to excessive amounts of lead dust presents a health hazard. Refer to applicable federal, state, and local laws and the publication, "Lead Based Paint: Guidelines for Hazard Identification and Abatement in Public and Indian Housing," available from the United States Department of Housing and Urban Development.

- G. Maximum moisture vapor emission of the concrete must not exceed 5.5 lbs. per 1000 sq. ft. in a 24 hour period as measured by the calcium chloride moisture emission test conducted in

accordance to ASTM F1869. Moisture can also be measured using the RH Relative Humidity test method per the ASTM F2170 standard. Moisture content should not exceed 75% RH. If levels are higher using either test method, then one of ECO's recommended vapor retardants must be used. If the emissions exceed the limitations, the installation should not proceed until the problem has been corrected.

- H. It is essential that pH tests be taken on all concrete floors. If the pH is greater than 9, it must be neutralized prior to beginning the installation.
- I. Adhesive bond tests should be conducted in several locations throughout the area. Glue down 3' x 3' pieces of the flooring with the recommended adhesive and trowel. Allow to set for 72 hours before attempting to remove. A sufficient amount of force should be required to remove the flooring, and there should be adhesive on the subfloor and the back of the flooring.

IV. Material Storage and Handling

(ECONights, ECOsand, ECOstone, ECOstars, ECOearth, ECOrocks, and ECOcomfort) Rolls and Tiles

- A. Material should be delivered to the job site in its original unopened packaging with all labels intact.
- B. Roll material should always be stored laying down. Storing rubber on end will curl the edges, resulting in permanent memory of the material. Do not store rolls higher than 4 rolls or for more than 6 months.

All edges with memory curl should be straight cut before installation. In some instances it may be necessary to weigh down the seam until adhesive develops a firm set.

- C. Inspect all material for visual defects prior to beginning the installation. No labor claim will be honored on material installed with visual defects. Verify the material delivered is the correct style, color, and amount. Any discrepancies must be reported immediately before beginning installation.
- D. The material and adhesive must be acclimated at room temperature for a minimum of 24 hours before starting installation.

NOTE: ECOsurfaces flooring is manufactured from recycled materials and slight variance in shade and color chip dispersion is normal. It is the installer's responsibility to inspect all products to ensure the correct style, thickness, and color. Any moderate to severe discrepancies should be reported immediately before beginning installation.

- E. All ECOsurfaces rolls must be unrolled and installed in the same direction (directional arrows are stamped on bottom of the rolls). ECOsurfaces tiles must also be installed in the same direction (arrows on the bottom must be pointing in the same direction). Rolls are labeled with batch numbers and roll numbers. Do not mix batch numbers together and install all rolls in consecutive order. (See diagram 1.)

NOTE: One side of each cardboard core containing ECOsurfaces rolls is marked with red dye. Unroll the flooring so that all of the cores have the markings on the same side.

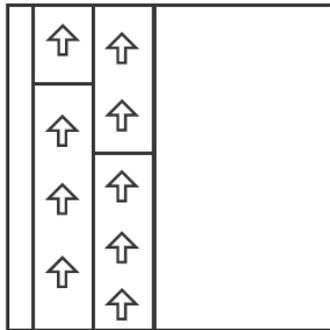


diagram 1

- F. Roll material is stretched slightly when it is rolled at the factory. At the job site the installer should allow all rolls to relax for a minimum of two hours before gluing or cutting material.

V. INSTALLATION - SHEET

(ECONights, ECOsand, ECOstone, ECOstars, ECOearth and ECOrocks)

- A. Cut the first sheet at the required length including enough to run up the wall and overlap for seaming at each end.
- B. Position the first sheet against the wall and square with the room.
- C. Cut second sheet with proper extra length.
- D. Position second sheet with a 1”- 1.5” overlap over the first roll at the seam.
- E. Repeat for each consecutive sheet necessary to complete the area or those rolls that will be installed that day.
- F. Allow the cuts to relax in position for a minimum of 2 hours before gluing.

G. SEAMING METHODS

1. 1/4" (6mm) and thinner: Place a 4" wide scrap of material under the seam area. Using a straight edge and new razor blade, hold the knife straight up and down and cut through both pieces in one cut. (See diagram 2.)

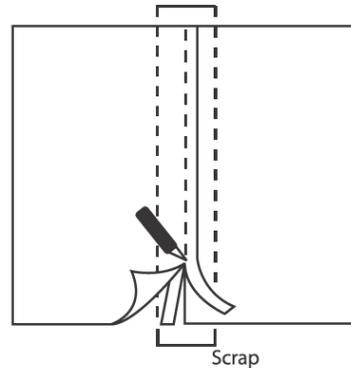


diagram 2

2. 8mm and thicker material: Snap a chalk line where the seam will be located. Straight-edge seam edge of first piece and align the first edge with the chalk line. It is very important that the seam is perfectly straight. Straight edge the seam edge of second drop.

Position second roll with no more than 1/8" overlap over the first roll at the seam. Work the material back to eliminate the overlap. This procedure will leave tight seams and eliminate any gaps. (See diagram 3.)

NOTE: DO NOT try to over compress the seam. Over compressed seams may cause enough pressure to allow the rubber to release from the wet adhesive, creating a permanently peaked seam.

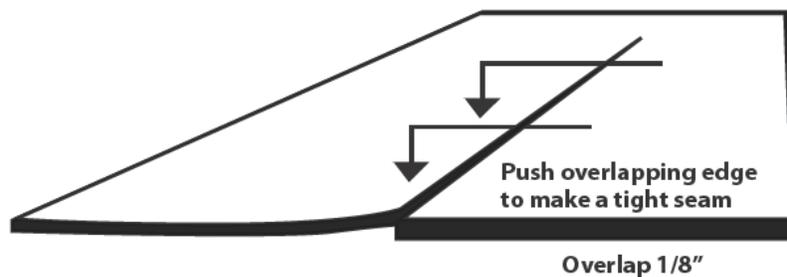


diagram 3

- H. After all above procedures are performed, begin application of ECORE's E-Grip III, making sure to use the proper recommended trowel size:

3.2mm – 1/16" x 1/32" x 5/64" U-Notched Trowel

- 6mm– 1/16" x 1/16" x 1/16" Square Notched trowel
- 8mm– 1/16" x 1/16" x 1/16" Square Notched Trowel

- I. Fold the first drop lengthwise (half the width of the roll).
- J. Spread adhesive using the proper notched trowel. Take care not to spread more E-Grip III than can be covered by flooring and rolled within 30 minutes. The open time of the adhesive is 30 - 40 minutes at 70° F and 50% relative humidity.

Note: The open time of adhesive is affected by temperature and humidity. High temperatures and high humidity will cause the adhesive to set quickly. Low temperatures and low humidity will cause adhesive to cure at a slower rate. The installer should monitor on-site conditions and adjust open time accordingly.

- K. Carefully lay the material into the wet adhesive. DO NOT let the material drop because this will cause air to be trapped beneath the flooring.
- L. Immediately roll the floor with a 75 lb or 100 lb roller to ensure proper transfer of adhesive. Overlap each pass of the roller by 50% of the previous pass to ensure that the floor is properly rolled. Roll the width first, then the length. Re-roll again after 30-45 minutes.
- M. Fold over second half of first roll and half of second sheet. Spread adhesive. At seam area spread adhesive at 90 degrees to seam to eliminate excessive adhesive oozing up at seam. Roll material.
- N. In some instances it may be necessary to weigh down the seam until the adhesive develops a firm set. Boxes of cove base or tile work well.
- O. Continue the process for each consecutive drop. Always work at a pace so that you are always folding material back into wet adhesive.

NOTE: Never leave adhesive ridges or puddles, they will telegraph through the material.

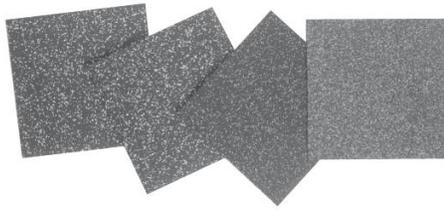
- P. Do not allow E-Grip III to cure on your hands or the flooring. Immediately wipe off excess adhesive with a rag dampened with mineral spirits! Cured adhesive is very difficult to remove.

NOTE: Use mineral spirits sparingly. Saturating the rubber with mineral spirits may cause the adhesive to be pushed too deeply into the pores of the rubber.

- Q. Hand roll all seams after the entire floor has been rolled. If some seams are gapping, hold them together temporarily with masking tape or blue painters tape. Do not use duct tape as it may leave a residue on the floor. Remove tape after adhesive has developed a firm set (approximately 8-12 hours).
- R. After you've rolled the floor, keep all foot traffic off the floor for a minimum of 24 hours. Foot traffic and rolling loads can cause permanent indentations or bubbles in the uncured adhesive.

VI. INSTALLATION - TILES

(ECONights, ECOSand, ECOstone, ECOearth, ECOstars and ECOrocks)



- A. Inspect all tiles for visual defects, including shade variances, prior to beginning installation. No labor claim will be honored on material installed with visual defects or shade variations. It may be necessary to lay out and hand select tiles for color consistency. Any discrepancies must be reported immediately before beginning the installation. Ensure that all job site and subfloor conditions are met.
- B. Measure the width of the area to be covered.
- C. Mark the center of the area at two points, one at each end.
- D. Snap the chalk line, line #1, through these two points.
- E. Determine the center point of the chalk line.
- F. Using a Carpenter’s square or another method, snap a second chalk line, line #2, perpendicular (at 90 degrees) to the first line. The lines should intersect at their centers.

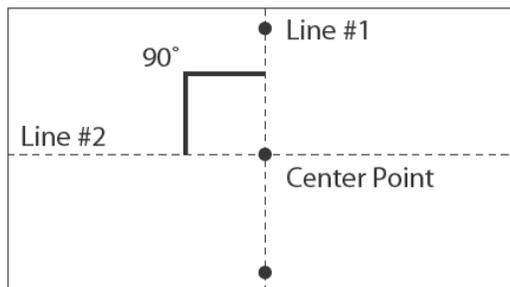


diagram 5a

- G. The area to be covered is now divided into quarters. Begin the installation at the center of the area, where the two lines intersect.

Note: To lay tiles in an ashlar configuration, snap a third chalk line perpendicular to line #2 and parallel to line #1. The distance between line #1 and line #3 should be 1/2 the width of the tile (9 or 18 inches). (See diagram 6.)

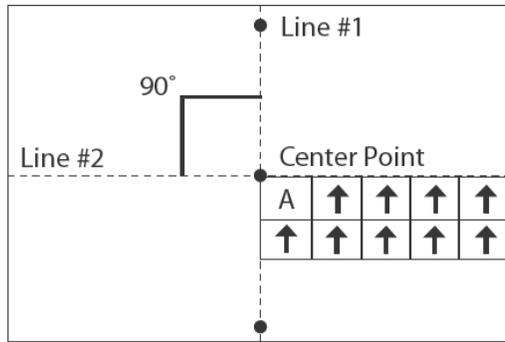


diagram 5b

- H. After all above procedures are performed, begin application of E-CORE’s E-Grip III, making sure to use the proper recommended trowel size.

3.2mm – 1/16” x 1/32” x 5/64” U-Notched Trowel
 6mm– 1/16” x 1/16” x 1/16” Square Notched trowel
 8mm– 1/16” x 1/16” x 1/16” Square Notched Trowel

- I. Take care not to spread more adhesive than can be covered by flooring and rolled within 30 minutes.
- J. Place the first tile, A, into the wet adhesive, making sure that the edges are precisely placed along the chalk lines and where they intersect. Press firmly on the tiles to remove any curls or entrapped air. Do not try to stretch or compress fit the tiles. (See diagrams 5b and 6.)

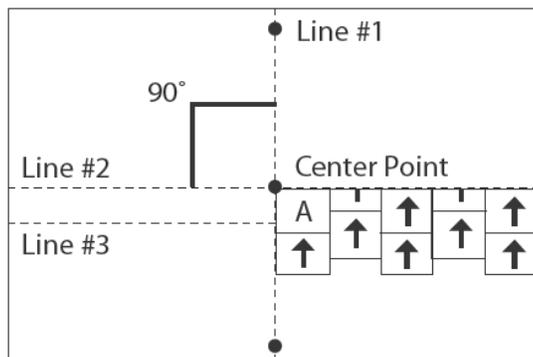


diagram 6

Reminder: Arrows on bottom of tiles must point in the same direction.

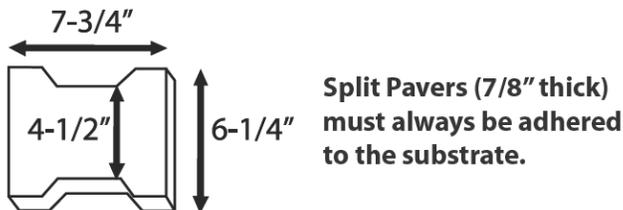
- K. Lay whole tiles from left to right along chalk line #1 up to the wall on the opposite side of chalk line #2. The last tile will likely have to be cut to fit against the wall.
- L. Do not allow E-Grip III to cure on your hands or the flooring. Wipe off excess adhesive with a rag dampened with mineral spirits! Cured adhesive is very difficult to remove from hands.

NOTE: Use mineral spirits sparingly. Saturating the rubber with mineral spirits may cause the adhesive to be pushed too deeply into the pores of the rubber.

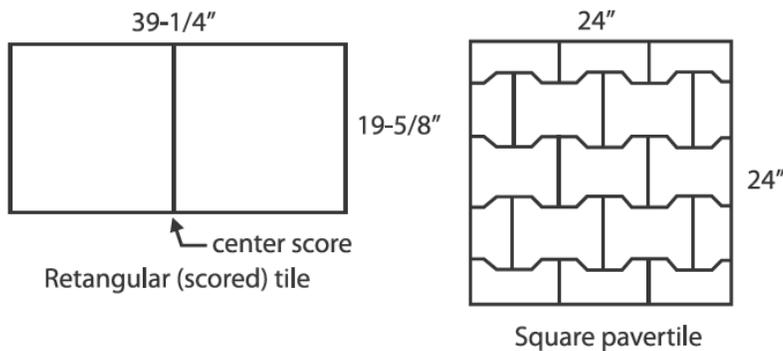
- M. Continue this process with each row until you reach the wall across from chalk line #1.
- N. Go back and fill in gaps between the two original chalk lines and the wall on those two sides.
- O. If some seams are gapping, hold them together temporarily with masking tape or blue painters tape. Do not use duct tape as it may leave a residue on the floor. Remove the tape after the adhesive has developed a firm set. It may be necessary to weigh down some seams.
- P. Roll a 75 lb or 100 lb roller over the floor within 45 minutes to ensure proper transfer of adhesive. Overlap each pass of the roller by 50% of the previous pass to ensure that the floor is properly rolled. Re-roll again after 30-45 minutes.
- Q. Keep foot traffic off the floor for a minimum of 24 hours. Foot traffic and rolling loads can cause permanent indentations in the uncured adhesive and cause tiles to shift.

VII. ECOPAVE MOLDED TILES

NOTE: All ECOpave products are to be installed over a solid substrate.



Full Pavers (1-3/4" thick) may be adhered or loose-laid. If loose-laid, pavers must be installed against a perimeter border system (see instructions for loose-laid installation).



A. INDOOR INSTALLATION

1. The material and adhesive must be acclimated at room temperature for a minimum of 48 hours before starting installation.
2. Lay out molded pavers/tiles before adhering to minimize cutting and waste.
3. Always begin installation with chalk lines that are perfectly square in the room. It is best to begin laying tiles away from the walls.
4. After all above procedures are performed, begin application of ECORE’s E-Grip III, recommended one component polyurethane adhesive. Apply E-Grip III to the substrate using a 1/8” square notched trowel.
5. Apply E-Grip III evenly at a rate of approximately 60 sq. ft./gallon over smooth concrete. Various substrates may affect this coverage rate. Do not allow E-Grip III to cure on your hands or the flooring. Wipe off excess adhesive with a rag dampened with mineral spirits! Cured adhesive is very difficult to remove from hands.

NOTE: Use mineral spirits sparingly. Saturating the rubber with mineral spirits may cause the adhesive to be pushed too deeply into the pores of the rubber.

6. Place the first tile into the wet adhesive making sure that the edges are precisely placed along chalk lines and where they intersect. Press firmly on the flooring to remove any curls or entrapped air.

B. LAYING TILES - INDOOR

1. Pavers: Interlock and shift whole pavers from left to right along chalk line #1 up to the wall on the opposite side of chalk line #2. The last paver will likely have to be cut to fit against the wall. (See diagram 7.)

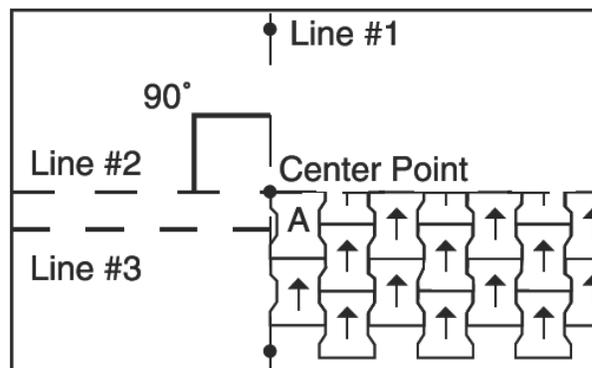


diagram 7

2. Tiles & Paver tiles: Place the first tile, A, into the wet adhesive, making sure that the edges are precisely placed along the chalk lines and where they intersect. Press firmly on the tiles to remove any curls or entrapped air. See diagram 5a or 5b.
3. Continue this process with each row until you reach the wall across from chalk line #1.

4. Go back and fill in gaps between the two original chalk lines and the wall on those two sides.
5. Immediately roll the floor with a 100 lb. roller to ensure proper transfer of adhesive. Overlap each pass of the roller by 50% of the previous pass to ensure that the floor is properly rolled. Roll the width first then the length. Re-roll again after 30-45 minutes.
6. Keep foot traffic off the floor for a minimum of 24 hours. Foot traffic and rolling loads can cause permanent indentations in the uncured adhesive and cause tiles to shift.
7. Allow the adhesive to cure for a minimum of 24 hours before applying any sealer to the floor.

C. OUTDOOR INSTALLATION

1. Glue down installation on concrete, asphalt, and crushed stone. Base materials for ECOpave are fully cured concrete or asphalt. Both are ideal for load bearing areas with heavy traffic or moving vehicles.
2. Make sure to allow for a 1.5% slope or fall for moisture movement to drainage pit.
3. Bituminous concrete mixture requirements for asphalt top layer specifications are outlined below:

<u>Sieve Size</u>	<u>Opening</u>	<u>Millimeters</u>	<u>% Passing</u>
3/8"	.375	9.53	100
#4	.187	4.75	80
#8	.0937	2.36	54
#16	.0469	1.18	32
#30	.0234	0.60	18
#50	.0117	0.300	12
#100	.0059	0.150	9
#200	.0029	0.075	6

Note: A filter fabric is necessary for crushed stone bases. Tiles are adhered to the filter fabric. Over time, with this type of installation, edges may lift slightly as the fabric is not adhered to the substrate. This type of installation is not recommended for vehicular traffic.

4. Lay out molded pavers/tiles before adhering to minimize cutting and waste.
5. Always begin installation with chalk lines that are perfectly square. It is best to begin laying product away from the walls.
6. After all above procedures are performed, begin application of ECORE’s E-Grip III, recommended one component polyurethane adhesive. Apply E-Grip III to the substrate using a 1/8” square notched trowel.
7. Apply E-Grip III evenly at a rate of 60 sq. ft. per gallon over smooth concrete. Various substrates may effect this coverage rate. Do not allow E-Grip III to cure on your

hands or the flooring. Wipe off excess adhesive with a rag dampened with mineral spirits! Cured adhesive is very difficult to remove from hands.

NOTE: Use mineral spirits sparingly. Saturating the rubber with mineral spirits may cause the adhesive to be pushed too deeply into the pores of the rubber.

8. Place the molded pavers/tiles into the wet adhesive making sure that the edges are precisely placed along chalk lines where they intersect. Press firmly on the flooring to remove any curls or entrapped air.

D. LAYING TILES - OUTDOOR

1. Pavers: Interlock and shift whole pavers from left to right along chalk line #1 up to the perimeter border on the opposite side of chalk line #2. The last paver will likely have to be cut to fit against the perimeter border. (See diagram 7.)
2. Tiles & Paver Tiles: Place the first tile, A, into the wet adhesive, making sure that the edges are precisely placed along the chalk lines and where they intersect. Press firmly on the tiles to remove any curls or entrapped air. (See diagrams 5a and 5b.)
3. Continue this process with each row until you reach the perimeter border across from chalk line #1.
4. Go back and fill in gaps between the two original chalk lines and the wall on those two sides.
5. Roll a 100 lb roller over the floor within 30 minutes to ensure proper transfer of adhesive. Overlap each pass of the roller by 50% of the previous pass to ensure that the floor is properly rolled. Re-roll again after 30-45 minutes.
6. Keep foot traffic off the floor for a minimum of 24 hours. Foot traffic and rolling loads can cause permanent indentations in the uncured adhesive and cause tiles to shift.

E. LOOSE-LAID INSTALLATION: (FULL PAVERS ONLY)

1. BASE REQUIREMENTS

- a. Base must contain sand/crushed stone with perimeter border system.
- b. Pavers must be installed butting up against perimeter border system.

2. CRUSHED STONE SPECIFICATIONS

- a. 95% standard proctor compaction (as per ASTM D1557) is critical.
- b. Stone for the base must be crushed so it compacts to the above standard and should be a homogeneous mix of the following sizes:

<u>Sieve Size</u>	<u>% Passing by Weight</u>
1"	90-100
5/8"	50-80
1/4"	30-50
#4	15-35
#8	10-30
#30	3-5
#200	0-3

- c. Minimum depth of crushed stone base should be 4".
- d. Base can be flat or sloped 2%.

3. PROCEDURE

- a. Excavate soil approximately 12".
- b. Replace soil with approximately 9" of compacted crushed stone and approximately 1" of damp leveling sand.
- c. Install perimeter border system.
- d. Lay pavers in desired pattern.

VIII. ECOCOMFORT

A. INSTALLATION

UNDER ECOsurfaces

Please contact ECORE's Technical Department for details pertaining to this type of installation. 800-322-1923

B. INSTALLATION UNDER CARPET

1. COMPLETE GLUE-DOWN

- a. Install ECOcomfort on sub-base following sheet installation instructions.
- b. Adhere carpet to ECOcomfort using carpet manufacturer's recommended adhesive or tape.

2. INSTALLATION WITH (WALL-TO-WALL) TACK STRIPS

- a. Install tack strips.
- b. Install ECOcomfort up to strips.
- c. Install carpeting over ECOcomfort following carpet manufacturer's recommended wall-to-wall installation instructions.

MAINTENANCE

IMPORTANT INFORMATION FOR THE SPECIFIER

ECORE recommends JohnsonDiversey Maintenance Products and Procedures for ECOsurfaces.

Proper protection and maintenance of ECOsurfaces post-installation should be specified by the architect/designer. ECOsurfaces products are not pre-coated with a factory finish; therefore, they should not be subject to construction debris and potential damage caused from heavy duty construction activities.

FLOOR PROTECTION

The specifier should include specification details to protect the floor post-installation and until job construction is complete, such as covering the entire floor with paper or another floor covering device (plastic, plywood, etc.) until construction is completed and thorough cleaning and maintenance can be implemented.

ASSIGNMENT OF CLEANING AND MAINTENANCE

The specifier should determine and assign the responsibility for the initial cleaning and finishing. This responsibility should be specifically assigned to either the flooring contractor, general contractor, maintenance contractor, or owner.

Steps	TASKI® Products	Dilute	Diluted Coverage	TASKI Pads & Brushes
Initial Cleaning	TASKI® profi	10 oz./ gal. water	180 to 360 sq. ft./gal.	Soft nylon brush or purple pad
Finishing	TASKI® vision matte – satin gloss	None	1,400 sq. ft./gal.	Soft nylon brush or contact pad
Daily Cleaning	TASKI® profi	6-10 oz./gal. water	180 to 360 sq. ft./gal.	TASKI® mint pad, soft nylon brush, or microfiber mop
Heavy Soil and Restorative Cleaning	TASKI® profi TASKI® ice it	10 oz./gal. water	180 to 360 sq. ft./gal.	TASKI® purple pad or black pad
Stripping	TASKI® ice it	10 oz./gal. water	180 to 360 sq. ft./gal.	TASKI® black pad or purple pad



Broom



Wet Mop



Wet/Dry Vac



Auto Scrubber



Buffer

TASKI CLEANING AND FINISHING PROGRAM

For ECOSurfaces (ECONights, ECOSand, ECOstone, ECOstars, ECOearth, and ECORocks only)

A. Initial Cleaning

1. Remove all surface soil, debris, sand, and grit by sweeping, dust mopping, or vacuuming.
2. Scrub floor with a neutral pH (7-8.5) detergent, such as TASKI profi cleaner (10 oz./gal. of water), using buffer or auto scrubber with TASKI purple pad or soft nylon brush.
3. Pick up solution with a wet vacuum, rinse with clean water, and allow to dry thoroughly (6-8 hours).

B. Initial Floor Finish Application

1. Finish options:
 - a. TASKI vision matte for a low satin finish. Apply 2-3 thin coats of finish. Work finish into flooring with a soft nylon brush and let it thoroughly dry between coats.
2. Provide sufficient cure time of the final coat before allowing foot traffic (at least 2 hours).

C. Daily/Regular Cleaning

1. Sweep, dust mop, or vacuum floor to remove surface soil, debris, sand, and grit.

2. Damp mop with a microfiber mop or auto-scrub with a soft nylon brush or mint pad using TASKI profi (6-10 oz./gal. of water) or equivalent pH neutral cleaner.

Note: FLOORS TREATED WITH TASKI VISION MATTE- When cleaning floors finished with vision matte use only a microfiber mop and nylon brush. Purple pads will remove finish on floors treated with Vision Matte.

D. Restorative Maintenance

Stripping the finish is not needed until there is noticeable accumulation of dirt and contaminants embedded in the finish. Normally this accumulation occurs in hard to reach and high traffic areas. Following a good maintenance program and applying thin coats of finish when the look calls for it and only where it is needed will result in little finish build-up, increasing the time between stripping.

1. Sweep or vacuum to remove loose soil.
2. Heavy scrub using a rotary scrubber or automatic scrubber with a black or purple pad and stripper solution TASKI ice it.
3. Pick up solution with wet vac.
4. Rinse with clean water, allow floor to thoroughly dry.
5. Pick up solution with wet vacuum.
6. Allow floor to thoroughly dry.
7. Apply floor finish following initial finish application instructions.

E. Heavy Soil

1. Hard-to-clean and greasy areas may require a higher concentration of Taski profi (more than 10 oz./gal. of water).

IMPORTANT MAINTENANCE TIPS

- Use high CFM vacuum to pick up dust.
- Wait for floor to dry thoroughly before applying floor finishes, usually 24 hours.
- Apply only thin coats of floor finishes with finish mop. Buffing finish into the floor with a soft nylon brush is beneficial.
- For large areas, use auto scrubbers to clean floors.
- For stripping floors, use TASKI ice it and black or purple pad. Rinse thoroughly with clean water and wet vac up solution.
- For food areas, use TASKI profi (10 oz./gal. of water).
- For gum, use any generic gum remover. However, any solvent based product should be rinsed well with water to avoid damaging floor.
- For high traffic areas, top scrub and recoat floor as needed.
- Avoid flooding the floor.

For more information please contact JohnsonDiversey at 800-827-5427 or visit www.johnsondiversey.com

TASKI CLEANING AND MAINTENANCE PROGRAM FOR ECOPAVE MOLDED PRODUCTS

(Interlocking Pavers, Rectangular Tiles and Square Embossed Pavertiles)

A. Outdoor Cleaning & Maintenance Procedures

1. Daily cleaning: Sweep debris away or hose off dirt.
2. Periodic cleaning (as needed): Pressure wash with no more than 1200 psi maximum.

B. Indoor Cleaning & Maintenance Procedures

1. Daily cleaning: Vacuum floor or sweep floor to remove loose debris.
2. Periodic cleaning
 - a. Vacuum floor or sweep floor to remove loose debris.
 - b. Wet scrub floor with TASKI profi cleaner (10 oz./gal. of water), using auto-scrubber with TASKI nylon brush.
 - c. Wet vacuum remaining soiled solution, rinse, and allow to dry thoroughly (6-8 hours).

WARRANTY

All ECORE International rubber flooring is guaranteed by ECORE International to be free from manufacturing defects on both material and workmanship. If such a defect is discovered, the customer must notify ECORE either through the contracting installer, distributor, or directly. If found to be defective within five years under normal non-abusive conditions, the sole remedy against the seller will be the replacement or repair of the defective goods, or at the seller's option, credit may be issued not exceeding the selling price of the defective goods.

ECOsurfaces warranty shall not cover dissatisfaction due to improper installation, damage from improper maintenance or usage, or general misuse, including and without limitation: burns, cuts, tears, scratches, scuffs, damage from rolling loads, damage from cleaning products not recommended by ECORE, slight shade variations or shade variations due to exposure to direct sunlight, or differences in color between samples or photographs and actual flooring.

ECORE International reserves the right to make updates to this manual at any time. For the most updated version please visit www.ecosurfaces.com.

Manufactured in the U.S.A. by:



715 Fountain Ave – Lancaster, PA 17601

Distributed by:



119 South Tree Drive – Lancaster, PA 17603

©2009 All designs and colors are copyrighted by ECORE Intl. ECOsurfaces is a registered trademark of ECORE Intl. E-Grip is a trademark of ECORE Intl. Taski is a registered trademark of JohnsonDiversey, Inc.

1.3F

Cleaning Instructions For Painted Panels

FOR PERFORATED PANELS WITH SOUNDTEX OR OTHER INSULATION MATERIAL:

Lightly spray a cleaning solution (Simple Green 10% solution is a good example) on a soft cloth and carefully wipe the panels. Make sure not to get any solution on the Soundtex as this will affect the appearance.

FOR NON-PERFORATED PANELS OR PERFORATED PANELS NOT CONTAINING AN ACOUSTICAL MATERIAL:

In some cases, simply washing the surface with plain water will be adequate. For areas where dirt collection is heavier or more persistent, a solution of water and a detergent (1/3 cup of TIDE per GALLON of water for example) may be used.

To minimize streaking, always wash from the bottom to the top. A clean water rinse should follow immediately.

Another good detergent for these types of situations is IVORY liquid in a solution similar to that above.

It is important that the water/cleaner be applied to a 100% soft cotton cloth and not directly to the panel. Make sure the cloth is damp, not saturated, and then carefully wipe the panels. Avoid getting water/cleaner on the Soundtex as this will stain the fabric.

Most Coil Coated Painted Material has a Grain direction, always try to work in that direction.

METAL PANEL CEILING AT TEI
CEILINGs PLUS "ILLUSIONS"



BARRISOL®

L' Art du plafond

CLEANING OF BARRISOL CEILINGS

PLASTIC SHEET IN PVC TYPE

Cleaning of sheets in Mat, Lacquered and Satin finish

The general cleaning of these sheets is done with a cleaning product for PVC (a cleaning product which should be safe when used on paint and clothes).

Spray the product onto the ceiling in bands of 1 meter and leave for 5 minutes. Clean it with a cloth dampened with water on a telescopic pole. Rinse with water and finish up with a dampened cloth or a small cloth in microfibre.

(The cleaning product should not contain any abrasive product or any product that could deteriorate the PVC)

Cleaning of grease stains on sheets in Mat, Lacquered and Satin finish

The cleaning is done with a grease cleaning product that dissolves in water and cleans dirt, mold and coloring stains. Spray the product onto the ceiling and leave it for 5 minutes. Clean with water and finish up with a dampened cloth. (These products should not contain phosphate or ammonia and are recyclable up to 90%)

(The cleaning product should not contain any abrasive product or any product that could deteriorate the PVC)