



# **Report to the Business Administration Committee**

## **Pre-Solicitation Terms for the Custodial Services Contract at Washington Dulles International Airport and the Dulles Toll Road**

**January 2016**

# Purpose

Staff requests that the Business Administration Committee concur with the issuance of two separate Request for Proposals (RFP) to select firms to provide custodial services for Washington Dulles International Airport (Dulles International) and the Dulles Toll Road (DTR).

# Background

The contract requirements for custodial services at Dulles International include floor care, carpet shampooing, restroom cleaning and re-stocking supplies, office cleaning (for Airports Authority and Government agency offices), general public area cleaning, window washing, and exterior litter control of the airside grounds. Custodial services are provided 24 hours per day, 365 days per year. The service area for the Airport encompasses approximately 3.5 million square feet.

The contract services for the DTR are similar to the Airport's and cover the DTR Administration Building and 26 attendant toll booths, totaling approximately 6,800 square feet. Services for the DTR Administration Building and Main Toll Plazas are provided six days per week (Monday through Saturday), with services for the outlying toll plazas performed three days per week (Tuesday, Thursday, and Saturday).

The incumbent contract with Associated Building Maintenance, Co., expires October 31, 2016.

The current annual Airport expense is \$15.4 million and the current annual DTR expense is \$116,000.

## Background (continued)

Full and open competition will be achieved through “Best Value” competitively-negotiated procurement. Under the “Best Value” procurement process, awards are made to the responsible Offerors whose proposals provide the best overall value to the Airports Authority.

- The proposed solicitations will each be for a two-year base period with three one-year option periods.
- LDBE participation for Dulles International is set at 40 percent.
- LDBE participation for the DTR is set at 100 percent.
- The new contracts will commence November 1, 2016.
- In accordance with the Airports Authority’s “Living Wage” policy, the contractors will be required to pay their employees a minimum of \$13.74 per hour.

# Evaluation

The Technical Evaluation Committee selection will be based on the following criteria, in descending order of importance:

- Past Performance
- Project Understanding
- Management Plan



# Recommendation

Staff requests that the Business Administration Committee concur with the issuance of two separate Request for Proposals (RFP) to select firms to provide custodial services for Washington Dulles International Airport (Dulles International) and the Dulles Toll Road (DTR). The contract award for Dulles International will require Committee and Board approval.



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