



Report to the Business Administration Committee

Recommendation to Award a Contract for Custodial Services

at

Ronald Reagan Washington National Airport

March 2019

PURPOSE

Staff requests that the Business Administration Committee approve and recommend to the Board of Directors that the Metropolitan Washington Airports Authority (Airports Authority) enter into a contract with COA Virginia, Inc., for custodial services at Ronald Reagan Washington National Airport (Reagan National). The proposed contract includes a two-year base term with three one-year option periods.

BACKGROUND

- Custodial services at Reagan National include terminal public area cleaning, floor care, carpet care, restroom cleaning and restocking, office cleaning, trash and recycling receptacle cleaning. Custodial services are provided 24 hours per day, 365 days per year encompassing a service area of approximately 1.5 million square feet.
- The future security checkpoint facilities and north concourse are included in the scope of work beginning with the first of the three one-year option periods. When these facilities become operational in 2021, they will add approximately 245,000 square feet to the custodial requirement.

BACKGROUND (continued)

- The Department of Supplier Diversity established a 100 percent Local Disadvantaged Business Enterprise participation requirement for this contract. The contract also requires the contractor to comply with the Airports Authority's living wage rate. Effective July 1, 2018, the Airports Authority's living wage is \$14.88 per hour. The established living wage will be the same throughout the term of the contract.
- In March 2018, the Business Administration Committee concurred with the recommendation to issue a solicitation for custodial services at Reagan National using the competitively negotiated "Best Value" procurement method.

DISCUSSION

- On March 28, 2018, staff held an information session to inform the market about the upcoming opportunity.
- A Request for Proposals was issued on July 27, 2018, and proposals were received on October 18, 2018, from 13 firms.

EVALUATION

- The Technical Evaluation Committee (TEC) evaluated each offeror's technical proposal using the following criteria, in descending order of importance:
 1. Past Performance and Qualifications
 2. Project Understanding
 3. Quality Control
 4. Management Plan

EVALUATION (continued)

- At the conclusion of the evaluation the TEC determined the three most highly rated technical proposals to be in the competitive range.
- The three offerors in the competitive range were invited for oral interviews on January 25, 2019. Following the interviews, the TEC concluded that all offerors in the competitive range were qualified and capable of performing the services as requested in the Statement of Work.
- The Contracting Officer separately reviewed the proposed prices.

EVALUATION (continued)

- The Contracting Officer, taking into consideration technical and price evaluations, as well as pre-award due diligence procedures, determined that COA Virginia, Inc., is a responsive and responsible contractor and provided the best overall value to the Airports Authority.
- The proposed two-year base total is \$19,168,345. The total value for the five-year contract, including the three one-year option periods, is \$52,813,572.

RECOMMENDATION

Staff requests that the Business Administration Committee approve and recommend to the Board of Directors that the Airports Authority enter into a contract with COA Virginia, Inc., of Annandale, VA, for custodial services at Reagan National.



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Proposed Resolution
Selecting a Firm to Provide
Custodial Services
at
Ronald Reagan Washington National Airport

WHEREAS, In March 2018, the Business Administration Committee concurred with staff's recommendation to issue a solicitation for custodial services at Ronald Reagan Washington National Airport (Reagan National), using the competitively negotiated "Best Value" procurement method;

WHEREAS, The scope of work for the custodial services contract at Reagan National includes terminal public area cleaning, floor care, carpet care, restroom cleaning and restocking, office cleaning, trash and recycling receptacle cleaning;

WHEREAS, Currently, custodial services provided encompass a service area of approximately 1.5 million square feet;

WHEREAS, The future security checkpoint facilities and north concourse are included in the scope of work beginning with the first of the three one-year option periods, and the facilities will add approximately 245,000 feet to the custodial requirement when they become operational in 2021;

WHEREAS, The Department of Supplier Diversity established a 100 percent Local Disadvantaged Business Enterprise participation requirement for the contract;

WHEREAS, The contract will have a two-year base term with three one-year option periods and will require the contractor to comply with the Airports Authority's living wage rate of \$14.88 per hour, throughout the base term and option periods;

WHEREAS, A Request for Proposals was issued on July 27, 2018, and 13 proposals were received on October 18, 2018;

WHEREAS, The Technical Evaluation Committee reviewed and evaluated the proposals submitted in response to the solicitation; and

WHEREAS, The Business Administration Committee is satisfied with the results of the competitive procurement process, as presented at its March 20, 2019 meeting and recommended that the Board of Directors approve the selection of COA Virginia, Inc.; now, therefore, be it

RESOLVED, That the selection of COA Virginia, Inc., to provide custodial services at Reagan National for a proposed two-year base contract for a total of \$19,168,345 with a total value of \$52,813,572 for the five-year contract is approved; and

2. That the President and Chief Executive Officer is authorized and directed to enter into a contract with COA Virginia, Inc., consistent with the terms presented to the Business Administration Committee at its March 20, 2019 meeting.

*For Consideration by the Business Administration Committee
and Board of Directors on March 20, 2019*