



**Request for Qualifications (RFQ)
Janitorial Services**

Issued by

LaGuardia Gateway Partners

14 October 2016

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1. Executive Summary

LaGuardia Gateway Partners (LGP) has issued this Request for Qualifications (RFQ) with the aim of determining proponents qualified to provide janitorial services to LGP at the existing LaGuardia Central Terminal B as well as the new CTB currently under development. Qualified Proponents will then be invited to participate in a subsequent Request for Proposals (RFP), planned for issuance later in 2016. Contract commencement is currently scheduled for 6 May 2017. LGP is seeking an experienced, established provider who can provide world-class service while providing cost savings to LGP, its partners and stakeholders.

These services will ensure the cleanliness of LGP-controlled facilities in Central Terminal B, as well as the possibility to provide services in areas controlled by airport partners. The Preferred Proponent will have a proven track record of providing comparable services at comparable facilities and will have a demonstrated capacity for providing efficient and innovative service solutions. LGP is under no obligation to move forward with an RFP.

2. Introduction

2.1. Summary

RFQ Name	Janitorial Services
RFQ Number	RFQ 2016 – J100
Deadline to submit Statements of Qualifications	3 November 2016 at 10 o'clock AM, Eastern Daylight Time
Number of Statements of Qualifications to submit	<p>Originals: one Paper Copies: three Electronic Copies: one flash drive</p> <p>Documents to be delivered by hand or courier to address below prior to the Deadline.</p> <p>LGP is not currently MAXIMO enabled. Capability will be in place not later than the end of Q2 2017</p>
Designated Contact Person	<p>Marilyn Aitcheson Procurement Manager LaGuardia Gateway Partners</p>
Delivery Address	<p>LaGuardia Gateway Partners LaGuardia Airport Terminal B, Third Floor, Room 3862 Flushing, NY 11371</p>
Contact Information	<p>Tel: 646-357-3463 E-mail: marilyn.aitcheson@laguardiacentral.com</p>

2.2. Defined Terms

The following definitions apply to this Request for Qualifications:

- 2.2.1. *Addenda* – Updates, changes or additional information issued to Proponents as part of the Request for Qualifications process.
- 2.2.2. *Anticipated Scope* – Scope of work anticipated to be set out in the subsequent Request for Proposals.
- 2.2.3. *Central Terminal B (CTB)* – The existing LaGuardia Terminal B or the Central Terminal currently under control of LaGuardia Gateway Partners under the LaGuardia Airport Central Terminal Building Lease Agreement, dated June 1, 2016 with the Port Authority of New York and New Jersey.
- 2.2.4. *Deadline for Submissions* – Date set out in Section 2.8 of this Request for Qualifications by which Statements of Qualifications must be received in order to be considered.
- 2.2.5. *Delivery Address* – Physical address set out in Section 2.1 of this Request for Qualifications to which all correspondence to LaGuardia Gateway Partners is to be delivered.
- 2.2.6. *Designated Contact Person* – LaGuardia Gateway Partners’ representative designated to receive all physical and electronic correspondence regarding this Request for Qualifications.
- 2.2.7. *Janitorial Services* – Services required to maintain the cleanliness of the Central Terminal B facilities. Stated in general terms for the purpose of the Request for Qualification. Additional and specific detail to be provided in the subsequent Request for Proposals.
- 2.2.8. *LGA Gateway Partners (LGP)* - The Party to the LaGuardia Airport Central Terminal Building Lease Agreement with the Port Authority of New York and New Jersey pursuant to which LGP has the right and obligation to operate and maintain Central Terminal B, and to design, build, finance, operate and maintain a replacement for the existing Central Terminal B and other related facilities. LGP are the issuers of this Request for Qualifications.
- 2.2.9. *Mandatory Requirements* – Those requirements set out in Section 3.2 as mandatory for Statements of Qualifications to be considered.
- 2.2.10. *Minimum Qualifications* – Those qualifications set out in Section 6 that must be satisfied by Proponents in order to be designated as a Qualified Proponent.
- 2.2.11. *Partners* – Partners in LaGuardia Gateway Partners: MI LaGuardia CTB, LLC, Skanska ID LGP, LLC, and Vantage Airport Group (New York), LLC.
- 2.2.12. *Port Authority* – Port Authority of New York and New Jersey who operate and manage LaGuardia Airport under a lease with the City of New York.
- 2.2.13. *Preferred Proponent* – Proponent(s) designated by LGP through the process set out by a subsequent RFP to undertake Janitorial Services at LaGuardia Central Terminal B.
- 2.2.14. *Proponent(s)* – Organizations submitting a Statement of Qualifications in response to this RFQ.
- 2.2.15. *Proposal(s)* – Proponents’ responses to the subsequent RFP.
- 2.2.16. *Qualified Proponent(s)* – Those Proponent(s) deemed by LaGuardia Gateway Partners under this Request for Qualifications to be qualified and therefore invited to participate in the Request for Proposals.

- 2.2.17. *Redevelopment Program* – Plan underway for replacement of LaGuardia Central Terminal B and associated works.
- 2.2.18. *Request for Proposals (RFP)* – Request for Proposals to be issued to Qualified Proponents seeking formal proposals to provide Janitorial Services to LaGuardia Gateway Partners.
- 2.2.19. *Request for Qualifications (RFQ)* – This set of documents soliciting Statements of Qualifications to provide Janitorial Services at LaGuardia Central Terminal B.
- 2.2.20. *Response Submission Form (Form)* - The Response Submission Form attached as Appendix B of this Request for Qualifications.
- 2.2.21. *Service Level Agreement (SLA)* – Draft agreement, to be provided with the Request for Proposals, which defines the level of service expected from the Preferred Proponent.
- 2.2.22. *Statement(s) of Qualifications* - Proponents' responses to this RFQ.

2.3. About LaGuardia Gateway Partners

LaGuardia Gateway Partners (LGP) is the private partner of the Port Authority of New York and New Jersey, and under a Lease with the Port Authority, will deliver LaGuardia Central Terminal B, an extensive capital redevelopment project that will provide world-class facilities for passengers and airlines. LaGuardia Central is a public-private partnership that includes finance, design, construction, operation and maintenance of the LaGuardia Airport Central Terminal B, with a lease term through 2050. LaGuardia Central includes a new 35-gate Terminal B, Central Hall, West Garage, related roadways and supporting infrastructure.

LaGuardia Gateway Partners is composed of Vantage Airport Group, Skanska and Meridian for development and equity investment; Skanska Walsh as the design build joint venture; HOK and WSP | Parsons Brinckerhoff for design; and Vantage Airport Group for management of the terminal operations. LaGuardia Gateway Partners' members have worked on more than 350 aviation and transportation projects globally and domestically, including international airports in New York (John F. Kennedy), Chicago, Doha, Delhi, Los Angeles, Santiago, and Nassau.

2.4. About the Port Authority of New York and New Jersey

The Port Authority of New York and New Jersey (Port Authority) is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminal and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in New York State, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen counties, in the two States. The Port Authority manages and/or operates all of the region's major commercial airports (Newark Liberty International, John F. Kennedy International, Teterboro, LaGuardia and Stewart International Airports), marine terminals in both New Jersey and New York (Port Newark and Elizabeth, Howland Hook and Brooklyn Piers); and its interstate tunnels and bridges (the Lincoln and Holland Tunnels; the George Washington, Bayonne, and Goethals Bridges; and the Outerbridge Crossing), which are vital "Gateways to the Nation."

In addition, the Port Authority operates the Port Authority Bus Terminal in Manhattan, the largest facility of its kind in the world, and the George Washington Bridge and Journal Square Transportation Center bus stations. A key link in interstate commuter travel, the Port Authority also operates the Port Authority Trans-Hudson Corporation (PATH), a rapid rail transit system linking Newark, and the Jersey City and Hoboken waterfronts, with midtown and downtown Manhattan. A number of other key properties are managed by the agency including, but not limited to, a large satellite communications facility (the Teleport) in Staten Island, and a resource recovery co-generation plant in Newark. Prior to 11 September 2001, the Port Authority's headquarters were located in the World Trade Center, and that complex is still owned and being partially redeveloped by the Authority.

The Preferred Proponent will require a permit to operate from the Port Authority prior to commencing work.

2.5. About LaGuardia Airport

LaGuardia Airport is located eight miles from midtown Manhattan in the borough of Queens, New York. In 2015, LaGuardia handled 28.4 million passengers. The airport employs 11,000 people and generates more than \$15.6 billion to the economy. Since 1947, the Port Authority of New York and New Jersey has operated LaGuardia under a lease with New York City. The airport sits on 680 acres, has two 7,000 foot main runways and four terminal buildings that house up to 72 aircraft gates.

The comprehensive redesign of LaGuardia Airport involves transforming LaGuardia into a unified airport with a main terminal, better transportation access with a future air train, more taxiways and best-in-class passenger amenities. Construction of the new unified terminal – Terminal B – is expected to be a \$4 billion project.

The New Terminal B will replace the existing Central Terminal Building, also known as Terminal B, which served 14.3 million passengers in 2015. The Redevelopment Project includes:

- New Terminal B
- Central Hall designed to unify the Airport
- New West Garage
- Pedestrian walkway connection between the new Terminal B and the new West Garage
- New central heating and refrigeration plant
- Consolidated receiving and warehouse distribution facility
- New hydrant aircraft fueling infrastructure located within the new Terminal B contiguous aircraft ramp areas
- The design and construction of:
 - Improvements to the public airport roads and utilities associated with such roadway improvements
 - Replacement utilities and new utilities serving the New Terminal B facilities
 - Associated toll plaza for the new West Garage serving the New Terminal B Facilities
 - Airfield modifications between the New Terminal B Facilities and adjacent taxiways

2.6. Purpose

The purpose of this RFQ is to allow LGP to gauge interest from firms wishing to submit Proposals for the provision of Janitorial Services for the existing Central Terminal B, and the new Central Terminal Building during its phased opening. Based on proponents' Statements of Qualifications, LGP will establish a list of Qualified Proponents who will be invited to participate in the RFP. It is LGP's intent to determine through the RFP a Preferred Proponent with whom LGP will negotiate a performance-based contract.

2.7. Best Value

LGP's primary objective is to achieve the cleanest facilities for the best possible price. Cost is not the only consideration. Rather, LGP is seeking best overall value and must have the utmost confidence that the Preferred Proponent can perform the Anticipated Scope to the standard defined by the Service Level Agreement (SLA) for the life of the contract. They must be able to perform this work independently, without delay and with consistent quality. The ideal Proponent is one that has a demonstrated track record of innovative, forward-thinking management of service contracts.

2.8. Schedule

Tentative Date	Activity
14 October 2016	RFQ available
3 November 2016	Deadline for Submissions - RFQ
11 November 2016	Issue invitations to bid on RFP
30 November 2016	RFP available online on LaGuardia Central.com
7 December 2016	Deadline for acknowledgement of receipt and intent to bid
14 December 2016	Pre-bid conference and site tour
19 January 2017	Deadline for Submissions - RFP
8 March 2017	Notify preferred proponent
6 May 2017	Start-up

2.9. Organization of RFQ

This RFQ contains the following components:

Section	Title	Page Reference
1	Executive Summary	3
2	Introduction	3
3	RFQ Instructions	8
4	Proponent's Integrity Provisions	12
5	Anticipated Scope	14
6	Minimum Qualifications	18
Appendix A	Drawings	23
Appendix B	Response Submission Form	25

3. RFQ Instructions

3.1. Consideration for Qualification

- 3.1.1. Proponents wishing to be considered for qualification and invited to respond to the subsequent RFP must submit a Statement of Qualification by the Deadline for Submissions.
- 3.1.2. Statement of Qualifications must be presented at the Delivery Address to the Designated Contact Person.

3.2. Mandatory Requirements

- 3.2.1. The requirements as set out in the Instructions are mandatory for Proponents wishing to be considered under this RFQ.
- 3.2.2. Statements of Qualifications are to include a completed Response Submission Form with all requested information.
- 3.2.3. Information is requested in order to satisfy evaluators that the Proponent has the appropriate experience and qualifications to perform the Anticipated Scope of services as described herein. The Proponent's Statement of Qualifications must include a completed Response Submission Form, Appendix B, with responses to all of the inquiries contained therein, along with any documents and information incidental to and requested by the Form.

3.3. Pre-Certified Small Business Enterprises

- 3.3.1. The Janitorial Maintenance Small Business Enterprise Program (JMSBE) is a Port Authority process intended to provide Port Authority-certified JMSBEs the opportunity to compete for janitorial service contracts with companies of similar size and scope. Once certified as a JMSBE, vendors must participate in a prequalification process to determine the firm's eligibility to bid or submit proposals for future cleaning contracts for general cleaning services. To participate, a janitorial services company must be certified as a small business enterprise that has been in business for three years, has a principal place of business in New York or New Jersey, and has gross sales on average of \$16.5 million a year or less.
- 3.3.2. LGP encourages participation of JSMBE firms and will consider firms certified under the Port Authority's Pre-Certified Small Business Enterprises program in the Janitorial Maintenance (JMSBE) 'Over \$2,000,000' to meet the Minimum Qualifications below. Such firms must provide proof of current certification and are still required to submit a Statement of Qualifications consistent with the Mandatory Requirements in Section 3.2.
- 3.3.3. This JMSBE certification is not required to be considered for qualification under the RFQ and LGP will consider non-JMSBE firms.

3.4. Minority- and Women-Owned Business Enterprises (MWBE)

- 3.4.1. LGP is committed to fostering growth and independence in our community. The Partners have a demonstrated track record of working with certified minority- and women-owned business enterprises (MWBE) and LGP requires 30% participation amongst its vendors.

- 3.4.2. Companies not yet certified as MWBE are encouraged to access information on certification through the Port Authority and/or Empire State Development.

3.5. Company Information

It is vitally important that Proponents keep their company information up to date with an appropriate e-mail address. This will enable Proponents to receive timely notice of inquiries, reminders, and addenda. Proponents may update their vendor profile by advising the Designated Contact Person.

3.6. Acknowledgment of Addenda

If any Addenda are posted, issued or sent as part of this RFQ, the Proponent shall complete, sign and include with its Statement of Qualifications the addenda form(s). In the event any Proponent fails to conform to these instructions, its Statement of Qualifications will nevertheless be construed as though the Addenda had been acknowledged.

It is the responsibility of Proponents to periodically check with LGP regarding any addenda that might have been issued in connection with this RFQ.

3.7. Communication with LGP

- 3.7.1. All communication regarding the RFQ must be directed to the Designated Contact Person at the Delivery Address or via email at the address provided in Section 2.1 - Contact Information, above.
- 3.7.2. LGP will issue written responses to questions received. These responses will be shared with all Proponents.
- 3.7.3. Oral advice or representations made by LGP and its Partners should not be relied on by Proponents.

3.8. Disclosure of Current Relationships

- 3.8.1. Proponents must disclose all current arrangements with LGP, its Partners, LaGuardia Central Terminal B tenants and other operators at LaGuardia Airport.
- 3.8.2. Proponents must disclose all current and past relationships with the Port Authority as well as contracts held at any Port Authority facilities.
- 3.8.3. Proponents must also disclose any relationships or current arrangements which may constitute a real or perceived conflict of interest.

3.9. Statement of Qualifications Format

Evaluation of Statement of Qualifications is made easier when Proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each Statement of Qualifications receives full consideration:

- 3.9.1. Cover letter from the Proponent, showing the proponents contact information and an Introduction and Statement of the Scope which states in concise terms, your understanding of the Anticipated Scope of work presented in the RFQ signed by the person or persons authorized to sign on behalf of, and bind the Proponent to, statements made in the Statement of Qualifications.

3.9.2. The completed Response Submission Form, Appendix B

3.9.3. Any additional information.

3.10. Bilateral Meetings

3.10.1. Prior to the Deadline for Submissions, LGP may conduct bilateral meetings with Proponents. The purpose of the bilateral meetings is to provide a process that allows LGP to gather additional information about Proponents' qualifications.

3.10.2. If for the purposes of the preparation of its Statement of Qualifications, a Proponent wishes to rely upon anything said or indicated at a bilateral meeting, then the Proponent must submit an inquiry in accordance with Section 3.3 – Communication with LGP.

3.11. Confidentiality

3.11.1. All information that LGP provides to Proponents and all written or oral communication between LGP and the Proponents is proprietary and confidential.

3.11.2. There will be no public opening of the Statement of Qualifications received. Statement of Qualifications will be opened privately by LGP after the Deadline for Submissions. No public announcement of the contents of any Statement of Qualifications will be made at any time.

3.11.3. Qualified Proponents will be required to sign a confidentiality agreement prior to participation in the Request for Proposals.

3.12. Liability for Errors

While LGP has made efforts to ensure an accurate representation of information in this RFQ, the information contained in this Request for Qualifications is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by LGP or its Partners, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.

3.13. Agreement with Terms

By submitting a Statement of Qualifications the Proponent agrees to all the terms and conditions of this RFQ, and also agrees to follow all Port Authority Rules and Regulations.

3.14. Transparency

3.14.1. LGP is committed to the principles of fairness, equal access, and transparency in its procurement processes.

3.14.2. The Proponents shall not discriminate against employees or applicants for employment, including recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selections for training or retraining, including apprenticeship and on-the-job training, because of race, creed, color, national origin, sex, age, disability or marital status.

3.14.3. Throughout the term of any business relationship, the Preferred Proponent shall commit itself to and use good faith efforts to implement an extensive program of affirmative action, including specific affirmative action steps to be taken by the Preferred Proponent, to ensure maximum opportunities for employment and contracting by minorities and women. Such programs shall include recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, rates of pay or other forms of compensation, and selections for training or retraining, including apprenticeship and on-the-job training.

3.15. No Claim for Expenses, Damages or Compensation

3.15.1. The Proponent is solely responsible for its own costs and expenses in relation to this RFQ including preparing and submitting a Statement of Qualifications and/or attending meetings with LGP during the evaluation of the Statement of Qualifications. LGP is not liable to pay such costs and expenses or to reimburse or to compensate a Proponent under any circumstance and LGP has no obligation to purchase or acquire any of the goods or services included in any Statement of Qualifications.

3.15.2. Further to the preceding paragraph, the Proponent, by submitting a Statement of Qualifications, agrees that it will not claim damages, for whatever reason, relating to any contract or in respect of the competitive process. The Proponent, by submitting a Statement of Qualifications, waives any claim for loss of profits if the Proponent is not designated as a Qualified Proponent.

3.15.3. Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFQ, and by submitting a Statement of Qualifications each proponent shall be deemed to have agreed that it has no claim.

3.16. Verification and Due Diligence

3.16.1. LGP reserves the right to verify any statement or claim contained in any Statement of Qualifications or made subsequently in any correspondence or discussion. That verification may be made by whatever means LGP considers appropriate including without limitation contacting the references provided by the Proponent and any proposed subcontractor or partner of the Proponent.

3.16.2. In submitting a Statement of Qualifications, the Proponent is deemed to consent to LGP, as part of its due diligence, verifying any information provided by third parties including without limitation the Proponent's bank references and proposed subcontractors and partners, and to obtaining additional information from third parties regarding the Proponent, its directors, officers, shareholders, owners, key employees, subcontractors listed as references and any other person associated with the Proponent as LGP may require. LGP may also make inquiries with the Port Authority or its Partners regarding previous contractual relationships the Proponent may have had with those organizations. The Proponent understands and accepts that LGP may in its sole discretion consider none, some or all such information verified and obtained in its evaluation of the Proponent's Statement of Qualifications.

3.17. Completeness of Statement of Qualifications

It is intended that the Statement of Qualifications submitted by the Preferred Proponent will be appended to and be considered part of the agreement with the Preferred Proponent. By submission of a Statement of Qualifications the Proponent warrants that all components required to be considered as a Qualified Proponent have been identified in the Statement of Qualifications or will be provided by the Proponent at no charge.

3.18. Evaluation Committee Procedures and Criteria

LGP will in its sole discretion determine the membership, structure and procedures of its evaluation committee and evaluation process. LGP evaluation criteria may include without limitation the company profile, relevant experience, quality of submission, and reference checks.

3.19. Confidentiality of Evaluations

LGP's evaluation of Statement of Qualifications will remain confidential and LGP is not obligated to disclose its evaluation of a Statement of Qualifications to any Proponent or to any third party.

3.20. Evaluation and Review

3.20.1. Statements of Qualifications will undergo a preliminary screening which will include an assessment of the completeness of the Statement of Qualifications and suitability of the Company Profile against the Mandatory Requirements Minimum Qualifications.

3.20.2. Proponents whose Statement of Qualifications are determined to meet all criteria will be designated as Qualified Proponents and invited to participate in the RFP.

3.21. Notification of Proponents

3.21.1. LGP will notify the Qualified Proponents in writing.

3.21.2. Proponents who are not deemed to have met the Mandatory Requirements and Minimum Qualifications will be notified in writing accordingly.

3.22. No Obligation

Regardless of the outcome of this RFQ, LGP is under no obligation to move forward with a RFP.

4. Proponent's Integrity Provisions

4.1. Good Faith

4.1.1. In submitting a Statement of Qualifications, the Proponent agrees that should it be selected as a Qualified Proponent, it will respond in good faith and participate in the RFP, incorporating and based upon the terms and conditions of this RFQ and the Proponent's Statement of Qualifications.

4.1.2. Qualified Proponents who subsequently decide not to respond to the RFP are asked to notify LGP in writing as soon as practicable.

4.2. Non-Collusive Bidding, and Code of Ethics Certification, Certification of No Based On Commission, Percentage, Brokerage, Contingent or Other Fees

4.2.1. By responding to this RFQ, each Proponent and each person signing on behalf of any Proponent certifies that:

4.2.1.1. The information provided in the Proponent's response to this RFQ have been arrived at independently without collusion, consultation, communication or agreement for the purpose of

restricting competition, as to any matter relating to such prices with any other Proponent or with any competitor;

- 4.2.1.2. The information provided in Proponent's response to this RFQ have not been and will not be knowingly disclosed directly or indirectly by the Proponent to any other Proponent or to any competitor;
 - 4.2.1.3. No attempt has been made and none will be made by the Proponent to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition;
 - 4.2.1.4. The Proponent has not made any offers or agreements or taken any other action with respect to any LGP or Port Authority employee or former employee or immediate family member of either which would constitute a breach of ethical standards nor does this organization have any knowledge of any act on the part of an LGP or Port Authority employee or former LGP or Port Authority employee relating either directly or indirectly to this organization which constitutes a breach of ethical standards;
 - 4.2.1.5. No person or selling agency other than a bona fide employee or bona fide established commercial or selling agency maintained by the Proponent for the purpose of securing business, has been employed or retained by the Proponent to solicit or secure qualification as a Qualified or Preferred Proponent on the understanding that a commission, percentage, brokerage, contingent, or other fee would be paid to such person or selling agency; and
 - 4.2.1.6. The Proponent has not offered, promised or given, demanded or accepted, any undue advantage, directly or indirectly, to or from a public official or employee, political candidate, party or party official, or any private sector employee (including a person who directs or works for a private sector enterprise in any capacity), in order to obtain, retain, or direct business or to secure any other improper advantage in connection with this RFQ.
- 4.2.2. The foregoing certifications shall be deemed to be made by the Proponent as follows:
- 4.2.2.1. If the Proponent is a corporation, such certification shall be deemed to have been made not only with respect to the Proponent itself, but also with respect to each parent, affiliate, director, and officer of the Proponent, as well as, to the best of the certifier's knowledge and belief, each stockholder of the Proponent with an ownership interest in excess of 10%;
 - 4.2.2.2. If the Proponent is a partnership, such certification shall be deemed to have been made not only with respect to the Proponent itself, but also with respect to each partner.
- 4.2.3. The foregoing certifications, if made by a corporate Proponent, shall be deemed to have been authorized by the Board of Directors of the Proponent, and such authorization shall be deemed to include the signing and submission of the Response Submission Form and the inclusion therein of such certification as the act and deed of the corporation.
- 4.2.4. Proponents not able to make the foregoing certifications are not considered to meet the qualification.
- 4.3. Proponent Eligibility for Award of Contracts - Determination by an Agency of the State of New York or New Jersey Concerning Eligibility to Receive Public Contracts**

4.3.1. Proponents are advised that LGP will honor any determination by an agency of the State of New York or New Jersey that a Proponent is not eligible to bid on or be awarded contracts because the Proponent has been determined to have engaged in illegal or dishonest conduct or to have violated prevailing rate of wage legislation.

4.4. No Gifts, Gratuities, Offers of Employment, Etc.

4.4.1. During the process of the RFQ and RFP as well as for the term of any subsequent arrangement between a Preferred Proponent and LGP, no Proponent shall offer, give or agree to give anything of value either to an employee of either LGP, its Partners, or the Port Authority. This includes any agent, consultant, construction manager or other person or firm, or to a member of the immediate family (i.e., a spouse, child, parent, brother or sister) of any of the foregoing, in connection with the performance by such employee, agent, job shopper, consultant, construction manager or other person or firm representing LGP of duties involving transactions with the Proponent on behalf of LGP, whether or not such duties are related to this Contract or any other LGP contract or matter. Any such conduct will result in the Proponent being removed from any consideration under the RFQ or RFP and disqualified as either a Qualified Proponent or the Preferred Proponent.

4.4.2. 'Anything of value' shall include but not be limited to any (a) favors, such as meals, entertainment, transportation etc. which might tend to obligate the LGP employee to the Proponent, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity.

5. Anticipated Scope

5.1. Contract Term

The term of the arrangement with the Preferred Proponent will be confirmed in the RFP. LGP is currently considering a period of three (3) years from the date of commencement and an LGP option for an additional two (2) years. The term may include a longer-term LGP option beyond transition to the new Terminal B.

5.2. Facility Description

5.2.1. The existing LaGuardia Central Terminal B, also known as the Central Terminal Building was opened in 1964 and has undergone a number of upgrades since. The footprint of the current facility is 821,000 ft² with only a portion of this included under the Anticipated Scope. Other areas are controlled by airlines and other tenants who are responsible for their own janitorial services.

ft ² Zone	Total Footprint				Applicable Area			
	L0 Basement	L1 Arrivals	L2 Departures	L3 Offices	L0 Basement	L1 Arrivals	L2 Departures	L3 Offices
Concourse A	0	22,000	24,000	0	0	0	19,097	0
Concourse B	0	22,000	26,000	0	0	0	19,588	0
Concourse C	0	33,000	41,000	0	0	0	17,160	0
Concourse D	0	43,000	55,000	0	0	0	23,678	0
Headhouse	24,000	250,000	138,000	143,000	3,830	39,125	20,200	44,680
Total	24,000	370,000	284,000	143,000	3,830	39,125	99,723	44,680
Grand Total				821,000				187,358

- 5.2.2. The applicable areas are generally made up of public circulation areas and public washrooms. Curbside areas are part of the Anticipated Scope, but are not included in the totals above.
- 5.2.3. Areas are approximate and will be confirmed in the RFP. Space may be added or deleted at that time and there will be a mechanism described in the RFP for the addition or deletion of space following contract commencement.
- 5.2.4. A drawing showing the location of the current Central Terminal B are provided as Appendix A of the RFQ.

5.3. Transition to New Terminal

- 5.3.1. The Anticipated Scope contemplates the provision of Janitorial Services in the existing LaGuardia Central Terminal B as well as the scheduled transition to the New Terminal B.
- 5.3.2. Whereas in the Existing LaGuardia Central Terminal B, LGP is responsible for cleaning only a portion of the total footprint (applicable area above), in the new Terminal B a much larger portion of the facility will be within the Anticipated Scope.
- 5.3.3. Progress on the Redevelopment Program will see the gradual transition to the new terminal facilities starting in 2018, with the first transition scheduled to occur in June 2018. Project completion is scheduled for 2022. A summary of these changes is provided in the table below.

Construction Phases	From Date	To Date	Existing CTB ft ² open	New Terminal B ft ² open	Total ft ² open
1A to 1C	1 Aug 16	29 May 18	821,000		821,000
2A: Concourse B1 online	30 May 18	29 Aug 18	680,956	160,002	840,958
2B to 3A: Concourse B2 online	30 Aug 18	10 Jan 19	680,956	336,305	1,017,261
3B 3C: Concourse B West Side Apron online	11 Jan 19	5 Jan 20	680,956	336,305	1,017,261
4A 4B: Headhouse online	6 Jan 20	29 Jul 20	463,584	1,169,905	1,633,489
5A: Concourse	30 Jul 20	6 Apr 21	349,716	1,347,288	1,697,004
5B 5C	7 Apr 21	9 Dec 21	278,577	1,371,837	1,650,414
6A	10 Dec 21	7 Jul 22		1,433,922	1,433,922

- 5.3.4. A more detailed description of the transition plan, and its impact on the Anticipated Scope, will be set out more precisely in the RFP.

5.4. Leadership in Energy and Environmental Design (LEED)

LGP is committed to achieving LEED certification for the New Terminal B. The Preferred Proponent will be required to adhere to relevant guidelines for janitorial operations, products, materials and equipment. Details will be provided in the RFP.

5.5. Janitorial Services

5.5.1. The scope of services sought under this RFQ includes a limited definition of Janitorial Services. LGP is seeking a partnership with an experienced and innovative provider who has demonstrated the ability to provide clean facilities in a cost effective manner, by employees who demonstrate excellent customer service.

5.5.2. It is the intent of the Anticipated Scope and specifications that LGP will be provided with prestige cleaning to the standards of a 'world class' facility. Prestige cleaning is defined as a cleaning standard that provides a level of 'no visible soil' in the buildings. This will be specifically defined in the draft SLA provided with the RFP. Meeting the terms of the SLA will be a requirement of the contract with the Preferred Proponent.

5.5.3. The performance-based contract contemplated under the Anticipated Scope covers day-to-day cleaning and routine cleaning activities, including, but not limited to:

5.5.3.1. Regular sweeping and mopping of all applicable floor surfaces.

5.5.3.2. Vacuuming of carpeted surfaces.

5.5.3.3. Cleaning and tidying of public washrooms and supply of toilet tissue and hand soap.

5.5.3.4. Ensuring interior and exterior windows and frames are clean and free of streaks and fingerprints.

5.5.3.5. Keeping all windowsills, structural beams, light fixtures, ledges, etc. clean and free of finger marks, smudges, and stains.

5.5.3.6. Keeping millwork cabinets and counters free of finger marks, smudges, and other defacing marks.

5.5.3.7. Cleaning and tidying specific office and administrative areas.

5.5.3.8. Various responsibilities keeping curbside areas clean and free of debris.

5.5.3.9. Keeping operational areas (bag rooms, carousels) free of all visible litter such as paper, baggage tags, cigarette butts, gum, etc.

5.5.3.10. Walls, wall protection panels, partitions, pillars, and doors shall be free of finger marks, smudges, and other defacing marks.

5.5.3.11. Baseboards, coving, lower walls, and areas around fixtures shall be free of dust buildup and soils.

- 5.5.3.12. There shall be no dust buildup or lint on walls, wall protection panels, partitions, pillars, doors and ceilings.
- 5.5.3.13. Keep HVAC diffusers and grilles clean and free of dust and debris.
- 5.5.3.14. Keep doorknobs, push bars, kick plates, railings, doors, metal waste containers, stainless steel surfaces, etc., clean and polished.
- 5.5.3.15. Empty waste, ashtrays, and recycling containers regularly.
- 5.5.3.16. Waste transfer rooms and containers shall be clean and disinfected.
- 5.5.3.17. Waste and recycling shall be regularly removed from waste transfer rooms and disposed of in the appropriate compactor.
- 5.5.3.18. Keep compactor areas clean and disinfected.
- 5.5.3.19. Keep upholstered furniture clean and free of dirt, dust, and stains.
- 5.5.4. The Anticipated Scope will also include the removal of snow, ice, sleet or flooding from exterior areas of Central Terminal B: sidewalks, building entrance, emergency exits, bus stops, and pedestrian crosswalks. This does not include snow removal from actual roadways.
- 5.5.5. More detailed standards, specifications and scope will be provided in the RFP, including specifics regarding the finishes in the new Terminal B facility.
- 5.5.6. The standards/specifications that will be provided in the RFP are not in limitation of the Preferred Proponent's obligation to maintain the buildings and facilities in a 'world class' manner and represent the minimum service level required to achieve this standard.
- 5.5.7. Intermittent cleaning such as high dusting, cleaning high windows and other extraordinary cleaning will be excluded from the performance-based portion of the contract. Such work will be undertaken by LGP on an as directed, as needed basis. Unit pricing will be sought in the RFP and LGP may resource this work with the Preferred Proponent or other firms.
- 5.5.8. The Anticipated Scope assumes that Qualified Proponents will provide for appropriate administrative, supervisory and managerial resources.

5.6. Equipment

The RFP will request that Qualified Proponents provide a model for the supply of both incidental and capital equipment.

5.7. Reporting

LGP intends to work with the Preferred Proponent to develop a reporting regime that provides LGP with relevant information about the performance of the Janitorial Services.

5.8. Audit Program

LGP will monitor the Janitorial Services provided by way of a comprehensive, third party audit program. A reward/penalty system will be implemented.

6. Minimum Qualifications

Proponents must meet the following minimum requirements to be considered as a Preferred Proponent. Responses are to be provided by completing the Response Submission Form. Failure to respond to, comply with or demonstrate the ability to meet any of the following will result in disqualification of the Statement of Qualifications:

6.1. Minimum Experience

- 6.1.1. The Proponent and/or key personnel must have a minimum of six (6) years' experience providing janitorial services at large-scale commercial operations facilities of comparable in size and complexity, including: airports, shopping centers, universities, stadiums and passenger transportation terminals.
 - 6.1.1.1. A specific example of such experience must be provided. Reference information including the organization's name, contact name, title, address, telephone number, email address and contract value must be listed.
 - 6.1.1.2. The contract value of the example should exceed US\$2 million in annual revenue and/or the provision of 125,000 hours of resources.
 - 6.1.1.3. Properties where office space makes up more than 50% of the area are not considered to meet this criterion.
 - 6.1.1.4. Multiple locations within a single, local network of facilities and contracted with a single entity (e.g. school system) are considered to meet this criterion if all other criterion in this section are met.
- 6.1.2. In addition, the Proponent and/or key personnel must have a minimum of five (5) years' experience providing janitorial services at other large-scale commercial operations facilities where the contract value of the example exceeds US\$1 million in annual revenue and/or the provision of 65,000 hours of resources.
 - 6.1.2.1. Three (3) specific examples of such experience must be provided. Reference information including the organization's name, contact name, title, address, telephone number, email address and contract value must be listed.
- 6.1.3. Each of the four (4) total examples requested must have been actively operated by the Proponent within the last three (3) years, having concluded not earlier than 1 September 2013.
- 6.1.4. One (1) of the four (4) total examples requested must be shown to be a performance-based contract, where the Proponent is remunerated based on a lump-sum prices for performance of a specific scope of work.
- 6.1.5. Proponents currently contracted to LGP and other CTB tenants for janitorial services in the existing terminal are considered to meet the Minimum Qualifications.

- 6.1.5.1. Such firms must provide proof of current engagement and are still required to submit a Statement of Qualifications consistent with the Mandatory Requirements in Section 3.2.
- 6.1.5.2. This qualification is not transferrable to joint ventures or other arrangements.
- 6.1.5.3. The sub-contracting requirements set out in Section 6.5 apply.

6.2. Other References

Qualification requires active relationships with, and references from, the Proponent's banking, credit rating, accounting and insurance providers.

6.3. Operating Jurisdictions

- 6.3.1. Proponents must have a principal place of business in the states of New York or New Jersey.
- 6.3.2. Two (2) of the four (4) total examples requested in Section 6.1 above must be operations in New York or New Jersey.

6.4. Full Time and Part Time Employees

- 6.4.1. LGP requires that Qualified Proponents have a workforce made up of a mix of full time and part time employees, where full time employees are provided benefits including medical and dental plans.
- 6.4.2. LGP requires that Qualified Proponents meet the minimum wage requirements established by the Port Authority of New York and New Jersey for its facilities as disclosed by the Port Authority at its website.

6.5. Subcontracting

- 6.5.1. The RFP will consider limited subcontracting of tasks by Qualified Proponents, however Proponents should demonstrate the capability to undertake the majority of work 'in house'.
- 6.5.2. The examples requested in Sections 6.1.1 and 6.1.2 above must have not less than 60% of the contract value and operating hours provided directly by the Proponent.

6.6. Security Clearances

- 6.6.1. Fulfilling the Anticipated Scope will require the Preferred Proponent's staff obtain security clearances issued by the Department of Homeland Security, Transportation Security Administration (TSA).
- 6.6.2. Proponents should provide comment regarding their familiarity with the clearance process and indicate the number of operational staff currently holding clearance.

6.7. Capacity

LGP must find by way of this RFQ that the Proponent:

- 6.7.1. Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;

- 6.7.2. Has the necessary experience, organization, technical qualifications, skills, and facilities;
- 6.7.3. Is able to comply with the proposed or required time of delivery or performance schedule; and
- 6.7.4. Has a satisfactory record of integrity and performance.
- 6.7.5. References listed under Section 6.1 should be able to provide insight into the Proponents ability to fulfill these qualifications.

6.8. Financial

- 6.8.1. Proponents must provide their most recent audited financial statements or current financials with certification of the Proponent's CEO or CFO for a period ending within 90 days of the RFQ submission.
- 6.8.2. If available, Proponents are also asked to include a current credit rating report from a credit agency, including Moody's, Standard and Poor's, Fitch, or Dun & Bradstreet.

6.9. Insurance

- 6.9.1. Proponents must have in place, or demonstrate the ability to obtain insurance to cover operations under the Anticipated Scope.
- 6.9.2. Coverage to include general liability, worker's compensation, and property coverage for any assets under the control of the Preferred Proponent.
- 6.9.3. Where coverage is not currently in place, a letter is required from the Proponent's broker of record indicating the successful placement of such policies in the past and an indication of the likely ability to obtain adequate coverage in the event the Proponent is eventually chosen as the Preferred Proponent.

6.10. Safety

- 6.10.1. Safety is of paramount importance for LGP and the operation at LaGuardia Central Terminal B.
- 6.10.2. Proponents are to provide a summary of their organization's safety plan and applicable programs, as well as a copy of the plan itself.
- 6.10.3. Proponents who do not have a formal and established organizational safety plan are not considered to meet this qualification.
- 6.10.4. Qualified Proponents will be asked to provide an outline of a contract-specific safety plan as part of the RFP process.

6.11. Quality Assurance and Quality Control (QAQC)

- 6.11.1. LGP seeks assurance that the Anticipated Scope will be delivered in accordance with the standard set out in Section 4.2.
- 6.11.2. Proponents are to provide a summary of their organization's quality assurance and quality control (QAQC) plan and applicable programs, as well as a copy of the plan itself.

6.11.3. Proponents who do not have a formal and established organizational QAQC plan are not considered to meet this qualification.

6.11.4. Qualified Proponents will be asked to provide an outline of a contract-specific QAQC plan as part of the RFP process.

6.12. Customer Service

6.12.1. LGP is working to build a culture of outstanding customer service at LaGuardia Central Terminal B. Doing so requires the support and cooperation of all stakeholders participating in moving passengers and bags through the terminal. The provider of Janitorial Services is a key component of this effort.

6.12.2. LGP is seeking Qualified Proponents with an established culture of excellent customer service and a track record of providing innovative solutions for their clients.

6.12.3. Proponents are to provide a summary of their organization's customer service plan and applicable programs, as well as a copy of the plan itself.

6.12.4. Proponents who do not have a formal and established customer service plan are not considered to meet this qualification.

6.12.5. Qualified Proponents will be asked to provide an outline of a contract-specific customer service plan as part of the RFP process.

6.13. Training

6.13.1. Proper training provides the foundation for delivery of work independently and with consistent quality.

6.13.2. LGP is seeking Qualified Proponents with an established culture of comprehensive and effective training.

6.13.3. Proponents are to provide a summary of their organization's training plan and applicable programs, as well as a copy of the plan itself.

6.13.4. Proponents who do not have a formal and established training plan are not considered to meet this qualification.

6.13.5. Qualified Proponents will be asked to provide an outline of a contract-specific training plan as part of the RFP process.

6.14. Equal Opportunity Employer

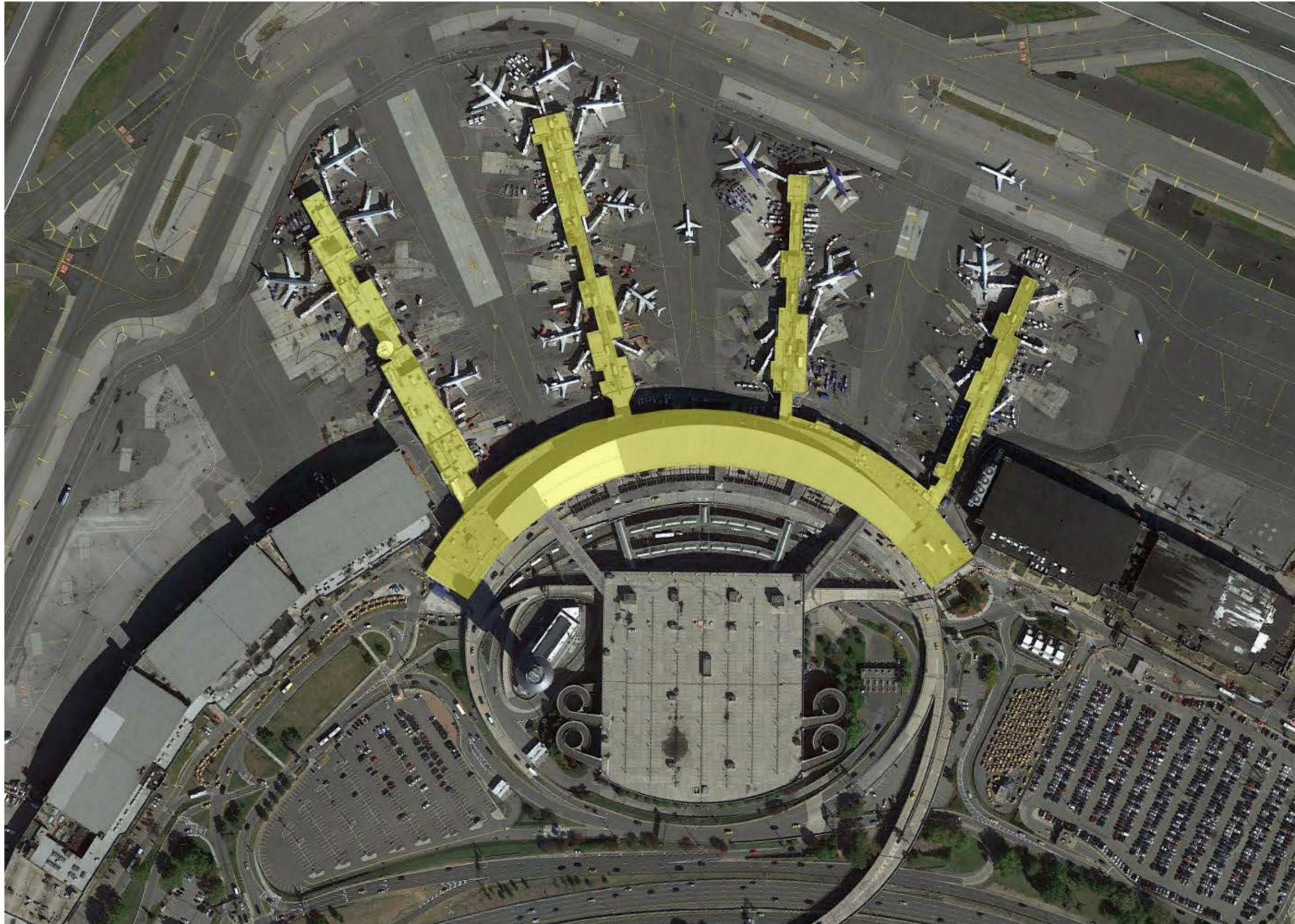
6.14.1. LGP is an equal opportunity employer and prohibits discrimination and harassment of any kind and expect a similar commitment from its service providers.

6.14.2. Proponents are to provide a copy of their equal opportunity policy or statement of commitment and details regarding any applicable programs.

6.14.3. Proponents who cannot demonstrate a track record of providing equal opportunity are not considered to meet this qualification.

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Drawing 1 – Existing CTB



Drawing 2 – Existing CTB with New Terminal B Overlay



Appendix B – Response Submission Form

Proponents must complete the Response Submission Form and submit it as the base document of their Statement of Qualifications according to the Instructions above. Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to the requested must be provided below in the space provided.

1. Company Information

Name of Company (Full Legal Name):	Enter Text Here
Business or Operating Name:	
Full Street Address:	
Courier Address (If different):	
Address for Delivery of Legal Notices:	
Contact Name:	
Position:	
Telephone:	
Email:	

2. Directors, Officers and Staff:

- 2.1. Provide the names and a brief biography of key personnel (Directors, Officers), and, if a private or non-reporting company, the shareholders of the company:

Name	Brief Biography
Enter text here – add additional lines as required	

3. Company Details

3.1. Is the proponent a(n):

<input checked="" type="checkbox"/>	Corporation
<input checked="" type="checkbox"/>	Limited Liability Company [LLC]
<input checked="" type="checkbox"/>	Unlimited Liability Corporation/Company [ULC]
<input checked="" type="checkbox"/>	Sole Proprietor

<input checked="" type="checkbox"/>	General Partnership
<input checked="" type="checkbox"/>	Limited Partnership
<input checked="" type="checkbox"/>	Limited Liability Partnership
<input checked="" type="checkbox"/>	Other

3.2. Incorporation/establishment information:

Year of incorporation/establishment:	
Where incorporated/established:	
Address of registered office in New York or New Jersey:	

3.3. How is the company held:

<input checked="" type="checkbox"/>	Privately
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✓	Publicly
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3.4. Additional Required Information

Number of years at current location?	Enter text here
Has there been a change of ownership of the firm during the last 5 years?	
Has the firm changed name or licence number during the last 5 years?	
Demonstrate the ability to operate in New York State.	

4. Accreditation

4.1. Demonstrate accreditation where applicable:

Accreditation/Certification	Certified/Accredited Since	Comments
JMSBE	Enter text here	Enter text here
MWBE		

5. Current work at LaGuardia CTB

5.1. Demonstrate current arrangement for janitorial services with LGP or other tenants at the Central Terminal B where applicable:

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	

Duration of arrangement, start date, finish date:	
Annual contract value:	
Annual resource hours provided:	
Scope of arrangement:	
Description of facility:	

6. Company Organization

- 6.1. Attach an organizational chart for the company as it currently exists.
- 6.2. Indicate the number of employees at the company:

Area	Number of employees		Number of hours		Description
	Full-Time	Part-Time	Full-Time	Part-Time	
Executive					Enter text here – add additional lines as required
Supervisory					
Operations					
Administration					
Other					

6.3. If this company is a subsidiary of another, provide the name and address of the parent:

Name of parent	Enter text here
Nature of related business	
Name and address of sole proprietor or partners:	

6.4. List any affiliations or business relationship with entities set out in Section 3.8 in the last 10 years or in the case where no relationships exist(ed) please indicate below:

Name of LGP group member or other	Enter text here – Add additional tables as required.
Nature of relationship	

✓	No relationships or other conflicts of interest
---	---

7. Proponent Integrity

7.1. Confirm adherence to clauses regarding Non-Collusive Bidding, etc. described in Section 4.2 above.

✓	Confirmed
---	-----------

7.2. Confirm Proponent eligibility as described in Section 4.3 above.

✓	Confirmed
---	-----------

8. Company Financial Information

8.1. List annual revenue and net income by year:

	Annual Revenue		Net Income	
	Total	In NY and NJ	Total	In NY and NJ
2006	Enter text here			
2007				
2008				
2009				
2010				

8.2. Attach most recent Annual Report for the company, if available.

8.3. Attach most recent audited financial statements or current financials with certification of CFO or CEO for a period ending within 90 days of the RFQ submission. Provide description below of what has been provided.

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

8.4. If available, attach a current credit rating report from a credit agency, including Moody’s, Standard and Poor’s, Fitch, or Dun & Bradstreet. Provide description below of what has been provided.

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

9. Financial References

Please inform your financial references that you have allowed LGP to contact them and request information.

9.1. Bank:

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	

9.2. Other Accredited Credit Rating Agency

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	

9.3. Accounting or Financial Services

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	

9.4. Insurance

Institution/Company:	Enter text here
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Name and Title of Contact:	
Phone:	
Email:	
Provide proof of coverage (general liability, workers compensation, property):	
Amount/limits of coverage:	
Where coverage is not in place to meet the criteria set out in Section 6.5 provide a letter from the broker indicating likely ability to obtain coverage.	

9.5. Professional Affiliations

Institution/Company:	Enter text here – add additional tables as required
Name and Title of Contact:	
Phone:	
Email:	

10. Business References

10.1. Please provide the names and contact information for the reference requested in Section 6.1.2.

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	
Duration of arrangement, start date, finish date:	

Annual contract value and % subcontracted:	
Annual resource hours provided and % subcontracted:	
Scope of arrangement:	
Description of facility:	

10.2. Please provide the names and contact information for the three (3) references requested in Section 6.1.5.

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	
Duration of arrangement, start date, finish date:	
Annual contract value and % subcontracted:	
Annual resource hours provided and % subcontracted:	
Scope of arrangement:	
Description of facility:	

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	

Email:	
Duration of arrangement, start date, finish date:	
Annual contract value and % subcontracted:	
Annual resource hours provided and % subcontracted:	
Scope of arrangement:	
Description of facility:	

Institution/Company:	Enter text here
Name and Title of Contact:	
Phone:	
Email:	
Duration of arrangement, start date, finish date:	
Annual contract value and % subcontracted:	
Annual resource hours provided and % subcontracted:	
Scope of arrangement:	
Description of facility:	

11. Security Clearances

- 11.1. Provide a summary of your organization's familiarity with the TSA's security clearance process and indicate the number of staff that currently hold such clearances:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

12. Safety

- 12.1. Provide a summary of your organization's safety plan:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

- 12.2. Include a copy of the safety plan with this Response Submission Form.

13. QAQC

- 13.1. Provide a summary of your organization's quality assurance and quality control plan:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

- 13.2. Include a copy of the quality assurance and quality control plan with this Response Submission Form.

14. Customer Service

14.1. Provide a summary of your organization's customer service plan:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

14.2. Include a copy of the customer service plan with this Response Submission Form.

15. Training

15.1. Provide a summary of your organization's training plan:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

15.2. Include a copy of the training plan with this Response Submission Form.

16. Equal Opportunity Employer

16.1. Provide a copy of their equal opportunity policy or statement of commitment and details regarding any applicable programs:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.

16.2. Provide a summary of your organizations track record as an equal opportunity employer, including details of any complaints:

Enter Text Here – Proponents may provide a compilation of all responses separately in a formatted Statement of Qualifications, however, a substantive representation of the response to this item must be provided here.