



**Request for Proposal**  
**Cleaning Services for Leased Sites**  
**Richland – Lexington Airport District**  
**West Columbia, SC**

DATE: March 25, 2026

ISSUED BY: Richland – Lexington Airport District  
3400 Air Commerce Drive  
West Columbia, SC 29170

POINT OF CONTACT: Mr. Thomas Tapp, Facilities Maintenance Manager  
Email: [t.tapp@flycae.com](mailto:t.tapp@flycae.com)

MANDATORY MEETING: Wednesday, April 8, 2026, at 10:00 a.m. EST  
Columbia Metropolitan Maintenance Shop  
3400 Air Commerce Drive  
West Columbia, SC 29170

QUESTION DEADLINE: Wednesday, April 15, 2026; no later than 2:00 p.m. EST  
Mr. Thomas Tapp, [t.tapp@flycae.com](mailto:t.tapp@flycae.com)

PROPOSAL DEADLINE: Tuesday, April 21, 2026; no later than 2:00 p.m. EDT  
Richland- Lexington Airport District  
Attn. Thomas Tapp Airport Facilities Manager  
3400 Air Commerce Drive  
West Columbia, SC 29170

## **PURPOSE OF REQUEST**

The Richland-Lexington Airport District (“District”) through this Request for Proposal (“RFP”) invites written proposals from qualified Contractors (“Contractors”) to provide **Cleaning Services** at the Columbia Metropolitan Airport (“Airport”) leased sites further described herein.

## **INSTRUCTIONS TO CONTRACTORS**

- A. Contractors shall submit three (3) hard copies of their proposal. Proposals must be enclosed in a sealed envelope, box or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “Cleaning Services”, Contractor’s name, address, phone, and primary contact name. Proposals must be delivered to the following address:

Columbia Metropolitan Airport  
3400 Air Commerce Drive West Columbia, SC 29170  
Attention: Thomas Tapp, Airport Facilities Manager

- B. All proposals must be delivered by **2:00 p.m. EST, April 21, 2026**. Requests for extension of time to submit will not be granted. Late proposals will be rejected. Requests to modify or withdraw a proposal after its submission will not be considered. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal do not constitute the District’s acceptance of the Contractor as a responsive and responsible Proposer.
- D. It is the sole responsibility of the Contractor to ensure that the proposal arrives on time and bears the handwritten signature of an officer duly authorized to sign all three copies. The name, address, telephone number, and email address of the person to contact must be clearly identified.
- E. Any questions about the RFP should be directed in writing via email to Thomas Tapp at [t.tapp@flycae.com](mailto:t.tapp@flycae.com) by the noted deadline. Answers to questions timely received will be posted by Friday, April 17, 2026, at 5:00 p.m. EDT to the District’s website at <http://www.flycae.com/procurement-bids>.
- F. No proposal may be withdrawn for a period of ninety (90) days after the proposal submission deadline.
- G. Other than with written consent from the Point of Contact, all Contractors, including any persons affiliated with or in any way related to a Contractor, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after March 25, 2026. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by a Contractor

may result in the disqualification of the Contractor. This requirement will be strictly enforced.

- H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<http://www.flycae.com/procurement-bids>

- I. It is the responsibility of the Contractor to view, obtain or download all addenda issued by the District for this RFP. The Contractor shall acknowledge all issued addenda on the Acknowledgement of Addendum Form.
- J. Submission of a proposal establishes a conclusive presumption that the Contractor is thoroughly familiar with the RFP and that the Contractor understands and agrees to abide by all of the stipulations and requirements contained therein.
- K. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the Proposal Form.
- L. All costs incurred in the preparation and presentation of the proposal are the Contractor's sole responsibility; no such costs will be reimbursed to any Contractor.
- M. All documentation submitted with the proposal will become the property of the District.
- N. Proposals are to be submitted as outlined below with all information completed as requested:

**1. Contractor's Questionnaire (pages 11-13; submit additional pages if necessary)**

**2. References (page 14)**

**3. Annual Price Escalation Form (page 15)**

**4. Proof of Insurance Coverage (page 16)**

**5. Certification (page 17)**

**6. Proposal Form (page 18)**

**7. Acknowledgment of Addendum/a (page 19)**

- O. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the President and CEO or his designee that the best interest of the District will be served by so doing. If

the solicitation is canceled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any person, firm, or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Proposer is debarred by the District from consideration for a contract award.

- P. Proposals are subject to public disclosure afterwards in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be identified as “Confidential” or “Proprietary.” If any portion of a proposal is labeled as “Confidential” or “Proprietary,” the Contractor must also submit a redacted form of the proposal at the same time it submits its proposal. The redacted copy will be made available for public review upon a FOIA request. Contractors are cautioned to use care when labeling portions of the proposal as “Confidential” or “Proprietary” as blanket invocations of confidentiality are often unwarranted and may require additional scrutiny from the District.
- Q. In the event a contract is entered into pursuant to this RFP, the Contractor shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The Contractor must include in any and all subcontracts a provision similar to the above.
- R. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Contractor with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.
- S. The District has set the following schedule:

|  |                                |
|--|--------------------------------|
| Request for Proposal Issued                  | March 25, 2026,                |
| Mandatory Meeting and Site Tour              | April 8, 2026, at 10:00 am EST |
| Deadline for Proposal Question<br>Submission | April 15, 2026, by 2:00 pm EST |
| Deadline for Proposal Submission             | April 21, 2026, by 2:00 pm EST |

## **RIGHT TO PROTEST AND PROTEST PROCESS**

1. The rights and remedies described in this section to an aggrieved prospective and/or actual Contractor are at the exclusion of all other rights and remedies of such aggrieved Contractor against the District at common law or otherwise for the loss or potential loss of an award of a contract.
2. Any prospective and/or actual Contractor who is aggrieved in connection with the solicitation of a contract shall protest to the President and CEO of the District in the manner stated below in subsection 4 within fifteen days of the issuance of the RFP or other solicitation document or any amendment thereto, if the amendment is at issue.
3. Any actual Contractor who is aggrieved in connection with the award of a contract shall protest to the President and CEO of the District in the manner stated below in subsection 4 within fifteen days of the award of the contract.
4. Any protest submitted must be in writing and shall set forth the grounds of the protest and the relief requested with sufficient detail to give notice of the issues to be decided. It must be addressed to:

Columbia Metropolitan Airport  
3250 Airport Blvd – Suite 10  
West Columbia, SC 29170  
Attention: President/CEO
5. The District must actually receive any Protest submitted under subsections 2 or 3 within the time limits noted in those subsections. The Contractor bears the burden of establishing the District's receipt within the stated time period.

## **TERMS AND CONDITIONS**

- A. The District is seeking proposals from Contractors to provide Cleaning Services for a period effective June 1, 2026 – May 31, 2029.
- B. The District reserves the right to reject any or all proposals or to award the contract to the next most qualified Contractor if the selected Contractor does not execute a contract within fourteen (14) days after the award of the proposal.
- C. The District reserves the right to request any supplementary information it deems necessary to evaluate the Contractor's experience, qualifications, or to clarify or substantiate any information contained in the Contractor's submittal.
- D. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services set forth in this RFP.
- E. If through any cause, the Contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, the District shall have the right to terminate its contract by specifying the date of termination in a written notice to the Contractor at least thirty (30) days before the termination date. In this event, the Contractor shall be entitled to just and equitable compensation for any satisfactory work completed.
- F. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the District and shall contain, at a minimum, applicable provisions of the RFP. The District reserves the right to reject any agreement that does not conform to the RFP and any District requirement for a agreements and contracts  
District requirements for agreements and contracts.
- G. The Contractor shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the District.
- H. No reports, information, or data given to or prepared by the Contractor under the contract shall be made available to any individual or organization without the prior written approval from the District.
- I. The Contractor is responsible for any damage caused by their employees and/or equipment to any District property (structures, windows, and roof, etc.) and shall replace any damaged piece of property at no cost to the District.
- J. Insurance Requirements: The selected Contractor shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

|                                 |  |
|---------------------------------|--|
| Employer Liability              | \$1,000,000.00   |
| Comprehensive General Liability |  |
| Bodily Injury                   | \$1,000,000.00 each occurrence and \$2,000,000 aggregate |
| Property Damage                 | \$1,000,000.00 each occurrence and \$2,000,000 aggregate |

K. Workers’ Compensation and Employer’s Liability Insurance: The Contractor shall maintain workers’ compensation and employer’s liability insurance in the amounts and form required by the laws of the State of South Carolina. The Contractor shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation or other material change.

## **SELECTION PROCESS AND CRITERIA**

The District will evaluate all proposals during which time the District may ask questions of a clarifying nature from the Contractor(s) and/or contact any references provided. The District will form a proposal review committee and review, evaluate, and score all proposals on the framework described below. All Proposers will be notified of the results of the selection process. The selection process used for determining the most successful proposal is best described as a “Competitive Proposal” process in which pricing is one of the most important criteria but not the only criteria. The factors in the evaluation process include:

- A. Proposer Questionnaire (Nos. 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14) (30 points).
- B. Responsiveness of the proposal to the scope of work outlined in the District’s request and adherence to the proposal format (Proposer Questionnaire No. 5) (30 points).
- C. Proposed fee schedule (Proposer Questionnaire No. 15, Annual Price Escalation, Proposal Form) (30 points).
- D. Attendance at mandatory meeting, Certification, Proof of Insurance Coverage, Acknowledgement of Addenda forms (pass/fail, but proposal will not be scored without return of these forms and attendance at mandatory meeting).
- E. References. (10 points)

## **QUALIFICATIONS/CERTIFICATIONS**

Proposals will be considered only from responsible individuals, co-partnerships, corporations, or other private organizations demonstrating that they have the ability to maintain a staff of regular employees adequate to ensure the continuous performance of the work. Labor relations measured by standards of compensation, promptness in meeting obligations, and frequency of personnel

changes, among other things, will be considered in determining whether a proposer has an established operating organization.

The proposer must also have all applicable licenses and certifications to perform Cleaning Services in this RFP.

## **SCOPE OF WORK**

**1. Locations.** The District is seeking a qualified Contractor to provide comprehensive janitorial and cleaning services for the facilities listed below:

| <u><b>Building Locations</b></u> |
|----------------------------------|
| FAA 125 A                        |
| FAA 125 B                        |
| US CUSTOMS                       |
| ACC BUILDING A1                  |
| ACC BUILDING A2                  |
| ACC BUILDING A3                  |
| DOOLITTLE BUILDING               |
| BOEING (WEST CARGO)              |

The Contractor shall furnish all labor, supervision, equipment, cleaning agents, and consumable supplies necessary to maintain the facility in a clean, sanitary, and orderly condition.

**2. Supplies and Equipment.** To ensure a fully inclusive proposal, the Contractor is strictly responsible for providing:

- **Cleaning Equipment:** All vacuums, floor machines, carts, and tools.
- **Cleaning Agents:** All chemicals, disinfectants, and cleaning solutions (SDS sheets must be provided upon contract award).
- **Consumables:** The Contractor shall purchase and stock all restroom and breakroom paper products and consumables, including but not limited to:
  - Toilet tissue
  - Paper towels
  - Hand soap
  - Trash liners

**3. Routine Janitorial Services:** The Contractor shall propose a frequency schedule (e.g., Daily, 3x Weekly) that guarantees the high standards of the facility. At a minimum, the following tasks must be performed during every scheduled visit:

- **Breakrooms:** Clean and disinfect countertops, sinks, tables, and the exterior surfaces of appliances (microwaves, refrigerators, coffee stations).
- **Carpet Care:** Vacuum all carpeted areas, including traffic lanes and under accessible furniture.
- **Hard Floors:** Sweep, dust mop, and wet mop all hard surface floors.
- **Detailing:** Remove cobwebs from corners and ceilings; dust baseboards.

#### 4. Periodic Services –

##### A. Annual Deep Carpet Cleaning

- **Requirement:** The Contractor shall perform a complete professional deep cleaning of all carpeted areas once per calendar year.
- **Method:** Hot water extraction (steam cleaning) or an equivalent manufacturer-approved method is required.
- **Scheduling:** This service must be scheduled in advance and performed outside of standard business hours to minimize disruption to operations.

##### B. Semi-Annual Exterior Window clean.

*[Remainder of Page Left Blank.]*

## **CONTRACTOR'S QUESTIONNAIRE**

1. Furnish the Company name, principal address, and phone number:

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2. How many years has your organization been in the Cleaning Services Business?

3. How many years of experience has your organization had with related work to this RFP?

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4. How many employees does your organization have?

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5. What are your organization's technical capabilities and approach to meeting the Scope of Work requirements? Use additional sheets if necessary.

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6. List the name(s) and contact number(s) for the supervisor(s) that will oversee this account.

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7. What are the capacity, capabilities, and experience of the supervisor(s) that will oversee this account?

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8. Does the Contractor have or can they obtain the insurance coverage for this project as described in the "Terms and Conditions" section of the RFP?

( ) Yes ( ) No

9. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for the Contractor?

Yes  No

If “yes,” give name, the insurance carrier, the form of insurance and the year of the refusal.

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10. At the time of submitting this Questionnaire, is the Contractor *ineligible* to bid on or be awarded a public contract in the state of South Carolina?

Yes  No

11. Has South Carolina OSHA cited and assessed penalties against the Contractor for any “serious,” “willful,” or “repeat” violations of its safety or health regulations in the past five years?

Yes  No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

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12. Has the federal OSHA cited and assessed penalties against the Contractor Firm in the past five years?  Yes  No

NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal; you need not include information about it.

If “yes,” provide a brief explanation of the citation. Use additional sheets if necessary.

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13. Has the Contractor or any of its officers (including any experience and time while employed by another firm) been convicted of criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning moral turpitude, antitrust, public contracting, or prevailing wages over the past 10 years? If yes, explain.

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14. Has the Contractor or any of its officers (including any experience and time while employed by another firm), parent, affiliates, or subsidiaries had a judgment entered for contract default or been barred from bidding on public contracts over the last 10 years? For purposes of this RFP, "affiliates" shall mean any entity that controls, is controlled by, or is under common control with Contractor. If yes, explain.

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15. State the proposed annual price structure and specify what services are included in such price structure.

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## REFERENCES

Please provide at least three (3) current commercial/institutional customer references that have Cleaning Services needs of a similar type, size, complexity,

Business                      Contact                      Name: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Email: Phone: \_\_\_\_\_  
Length of relationship: \_\_\_\_\_

Business                      Contact                      Name: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
Length of relationship: \_\_\_\_\_

Business                      Contact                      Name: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
Length of relationship: \_\_\_\_\_

## **ANNUAL PRICE ESCALATION**

Requirements for Allowance of Annual Price Escalation: The prices proposed for any goods and/or services shall not increase during the initial year of the contract. However, if you anticipate that you will not be able to maintain firm prices for any subsequent annual period, a change in price based on a fixed percentage as indicated below **will be considered** if the following conditions are met:

Any annual price escalation you choose will be considered in the evaluation of your proposal. You must notify the District, in writing, no later than 120 days before the first year of the contract period ends, or any subsequent annual period ends, of your intent to exercise your request for a price escalation. **Failure to notify the District will result in the District denying any price escalation.** In no event can the proposed escalation exceed the fixed percentage stipulation in the proposal. The notice may be sent by certified mail to Mr. Gregg Hornsby, Director of Finance, 3250 Aviation Way, West Columbia, SC 29170.

**Your stipulated annual fixed percentage price escalation:** \_\_\_\_\_ %

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**PROOF OF INSURANCE COVERAGE**

Contractor shall provide the District with satisfactory evidence of the Contractor’s Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Contractor shall submit this form with its proposal.

**INSURER:**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CONTACT NAME AND PHONE: \_\_\_\_\_)

**Contractor is required to submit a letter or certificate from the Company providing insurance certifying that the Contractor has professional liability insurance in accordance with the terms set forth in this RFP.**

Date: \_\_\_\_\_

**Corporate Contractor:**

**Business Name** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Title:** \_\_\_\_\_

**Corporate Secretary/Assistant:** \_\_\_\_\_ **Secretary (Seal)**

**Non-Corporate Contractor**

**Business Name:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Title:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_ **Notary Public (Seal)**

## **CERTIFICATION**

I, undersigned, on behalf of the Contractor, certify and declare that I have read all the foregoing answers to this Contractor's Questionnaire and know their contents. The matters stated in the answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I, on behalf of the Contractor, affirm and agree to be bound by the above Instructions to Contractors, Right to Protest and Protest Process, Terms and Conditions, Selection Process and Criteria, Qualifications/Certifications, and Scope of Work. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature)

\_\_\_\_\_  
(Printed name)

(Title) \_\_\_\_\_

(Date) \_\_\_\_\_

## **PROPOSAL FORM**

Proposals should be based on a walk-through. Contractors must attend the Mandatory Meeting.

| <u><b>Building Location</b></u> |  | <u><b>Monthly Fee</b></u> | <u><b>Annual Fee</b></u> |
|---------------------------------|--|---------------------------|--------------------------|
| <b>FAA 125 A</b>                |  |                           |                          |
| <b>FAA 125 B</b>                |  |                           |                          |
| <b>US CUSTOMS</b>               |  |                           |                          |
| <b>ACC BUILDING A1</b>          |  |                           |                          |
| <b>ACC BUILDING A2</b>          |  |                           |                          |
| <b>ACC BUILDING A3</b>          |  |                           |                          |
| <b>DOOLITTLE BUILDING</b>       |  |                           |                          |
| <b>BOEING (WEST CARGO)</b>      |  |                           |                          |
| <b>Total</b>                    |  |                           |                          |
|                                 |  |                           |                          |
|                                 |  |                           |                          |
| <b>YEAR 1 TOTAL</b>             |  |                           |                          |
| <b>YEAR 2 TOTAL</b>             |  |                           |                          |
| <b>YEAR 3 TOTAL</b>             |  |                           |                          |

\*Please include escalation fee in year 2 & 3 is applicable\*

## **ACKNOWLEDGMENT OF ADDENDUM/A**

Contractor must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Contractor section and submit this form with their Proposal as an acknowledgment of receipt of all Addenda.

This is to acknowledge receipt of the following **Addendum/a** for **Request for Proposal (RFP) For Cleaning Services**.

1. \_\_\_\_\_ 2. \_\_\_\_\_; 3. \_\_\_\_\_; and 4 \_\_\_\_\_.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

### **Corporate Contractor**

**Business Name:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Title:** \_\_\_\_\_

**Corporate Secretary/Assistant:** \_\_\_\_\_  
**Secretary (Seal)**

### **Non-Corporate Contractor**

**Business Name** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Title:** \_\_\_\_\_

**Notary Public:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

**Notary Public (Seal)**