STATEMENT OF WORK

FOR

GLASS AND PAINTED ALUMINUM CURTAIN WALL CLEANING SERVICES

AT

RONALD REAGAN WASHINGTON NATIONAL AIRPORT

PREPARED BY: Metropolitan Washington Airports Authority (MWAA) Ronald Reagan Washington National Airport Engineering and Maintenance Department (MA-120) Maintenance Engineering Division (MA-126)
# SECTION I TABLE OF CONTENTS

## SECTION I - TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION I - TABLE OF CONTENTS</td>
<td>1</td>
</tr>
<tr>
<td>SECTION II - INTRODUCTION AND SUMMARY OF WORK</td>
<td>3</td>
</tr>
<tr>
<td>01 INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>02 SUMMARY OF WORK</td>
<td>3</td>
</tr>
<tr>
<td>SECTION III - DEFINITIONS</td>
<td>4</td>
</tr>
<tr>
<td>SECTION IV - BASE SERVICES</td>
<td>8</td>
</tr>
<tr>
<td>01 DESCRIPTION OF SERVICE</td>
<td>8</td>
</tr>
<tr>
<td>02 GENERAL</td>
<td>8</td>
</tr>
<tr>
<td>03 GLASS CLEANING</td>
<td>10</td>
</tr>
<tr>
<td>04 PAINTED ALUMINUM CURTAIN WALL SYSTEM</td>
<td>13</td>
</tr>
<tr>
<td>SECTION V - SUPPLEMENTAL SERVICES</td>
<td>14</td>
</tr>
<tr>
<td>01 DESCRIPTION OF SERVICES</td>
<td>14</td>
</tr>
<tr>
<td>SECTION VI - CONTRACT START UP</td>
<td>15</td>
</tr>
<tr>
<td>01 KEY CONTRACTOR PERSONNEL</td>
<td>15</td>
</tr>
<tr>
<td>02 AIRPORT SECURITY BADGES</td>
<td>15</td>
</tr>
<tr>
<td>SECTION VII - GENERAL REQUIREMENTS</td>
<td>16</td>
</tr>
<tr>
<td>01 SECURITY PROCEDURES</td>
<td>16</td>
</tr>
<tr>
<td>02 SAFETY</td>
<td>16</td>
</tr>
<tr>
<td>03 FIRE PREVENTION</td>
<td>18</td>
</tr>
<tr>
<td>04 SMOKE FREE ENVIRONMENT</td>
<td>18</td>
</tr>
<tr>
<td>05 PERMITS, ROYALTIES AND LICENSES</td>
<td>18</td>
</tr>
<tr>
<td>06 DELIVERY OF SUPPLIES AND EQUIPMENT</td>
<td>18</td>
</tr>
<tr>
<td>07 COMMUNICATION</td>
<td>18</td>
</tr>
<tr>
<td>08 NONWAIVER</td>
<td>18</td>
</tr>
<tr>
<td>09 DISTURBING AND/OR RELOCATING EQUIPMENT</td>
<td>19</td>
</tr>
<tr>
<td>10 TIMELY PERFORMANCE</td>
<td>19</td>
</tr>
<tr>
<td>11 ACCIDENT REPORTS</td>
<td>19</td>
</tr>
<tr>
<td>12 BAR CODE INSPECTION SYSTEM</td>
<td>19</td>
</tr>
<tr>
<td>13 ARTWORK</td>
<td>20</td>
</tr>
<tr>
<td>14 FIXED IMPROVEMENTS AND OPERATING FACILITIES</td>
<td>20</td>
</tr>
<tr>
<td>15 CONTRACTOR’S LIFT INDEMNIFICATION OF THE AIRPORTS AUTHORITY</td>
<td>20</td>
</tr>
<tr>
<td>SECTION VIII - REGULATORY REQUIREMENTS</td>
<td>22</td>
</tr>
<tr>
<td>01 GENERAL</td>
<td>22</td>
</tr>
<tr>
<td>02 ASBESTOS CONTAINING MATERIALS/LEAD BASED PAINT</td>
<td>22</td>
</tr>
<tr>
<td>03 AIR QUALITY</td>
<td>22</td>
</tr>
<tr>
<td>04 HAZARDOUS MATERIALS</td>
<td>22</td>
</tr>
</tbody>
</table>
05 SPILL CONTINGENCY PLAN

SECTION IX - PERSONNEL

01 PERSONNEL AND ORGANIZATION

THE CONTRACT SHALL PROVIDE A DETAILED CHART SHOWING THE ORGANIZATION AND ALL PERSONNEL PROPOSED TO BE USED BOTH ON AND OFF THE JOB SITE TO FULFILL THE REQUIREMENTS OF THIS CONTRACT.

02 ATTIRE

03 SUPERVISION AND MANPOWER

04 QUALITY CONTROL

05 AREA ASSIGNMENTS

06 PROJECT ASSIGNMENTS

07 AWARENESS ON THE JOB SITE

08 SEMINAR ATTENDANCE

SECTION X - DELIVERABLES

01 30 DAYS PRIOR TO CONTRACT START DATE

02 DAILY

SECTION XI - CONTRACTOR FURNISHED RESOURCES

01 MATERIALS, TOOLS, AND SUPPLIES

SECTION XII - AUTHORITY FURNISHED RESOURCES

01 GENERAL

SECTION XIII - METHOD FOR PAYMENT AND DEDUCTIONS

01 GENERAL

02 BASE CONTRACT

03 SUPPLEMENTAL SERVICES

04 DEFICIENT PERFORMANCE

SECTION XIV - APPENDICES

APPENDIX A - SITE PLAN

APPENDIX B - PERFORMANCE STANDARDS

APPENDIX C - TERMINAL INTERIOR MAN LIFTS (AIRPORTS AUTHORITY PROVIDED)

APPENDIX D - ARTWORK AND LOCATIONS

APPENDIX E - GLASS AND PAINTED ALUMINUM CURTAIN WALL ELEVATIONS

APPENDIX F - MWAA CONTRACT SERVICE CALL ORDER FORM

APPENDIX G - BUS SHELTERS
SECTION II - INTRODUCTION AND SUMMARY OF WORK

01 INTRODUCTION

The Metropolitan Washington Airports Authority is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as "DCA"). The Airport is located in Arlington County, Virginia (see Appendix A) herein after referred to as the "job site".

02 SUMMARY OF WORK

This contract is intended to provide for the comprehensive cleaning of both interior and exterior surfaces of glass on multiple buildings at DCA, including Terminals A, B and C. Most of this glass is associated with the envelope of the building. The contract shall also provide for the comprehensive cleaning of the exterior painted aluminum curtain wall system (including the associated frames, spandrels, trim and louvers) on the street side (ticket and baggage levels) as well as the aircraft operation area (AOA) walls. There is approximately 680,000 SF of glass and 170,000 SF of painted aluminum curtain wall at the job site currently. The glass and painted aluminum curtain walls are scheduled to be cleaned simultaneously two (2) times per year (May, and September). The SOW also provides for supplemental services. Incorporated into some of the glass within Terminal B and C is valuable artwork, this artwork must not be damaged by cleaning methods or equipment.
SECTION III - DEFINITIONS

Acceptance - The act of an authorized representative of the Authority by which the Airports Authority approves partial or complete performance of the contract. **Acceptance must be in writing to be valid.**

Airline Terminal Buildings - Buildings on the Airport job site where commercial airline passengers purchase tickets and board flights. These buildings include Terminals A, B, and C.

Airport - Ronald Reagan Washington National Airport also known as “DCA” or the Airport “job site.”

Airports Authority - The Metropolitan Washington Airports Authority (MWAA)

AOA - Aircraft Operation Area on the Airport airfield. The portion of the Airport used on intended to be used for landing, takeoff or surface maneuvering of an aircraft. This is a security area requiring security badging. Workers in this area are required to obtain and display an AOA photo ID credential. Drivers in this area are required to obtain and Aerodrome Vehicle Operator’s Permit.

ATCT - Air Traffic Control Tower at the Airport.

Business Hours, Airports Authority - For the purpose of this Contract regular business hours of the Airports Authority shall be 7:00 A.M. through 4:30 P.M. EST/EDT, Monday through Friday, excluding weekends and holidays.

Clean - Also referred to as "Cleanliness Quality" means shall mean a "like-new appearance entirely, or:

- The complete, comprehensive and thorough cleaning of any surface subject to cleaning as described herein including, but not limited to, corners and over all surfaces.

- The absence of any dirt, dust, litter, and debris including spider webs and birds’ nests as well as surface marks, including finger prints, spills or other undesirable bonded surface residue that can be eliminated by appropriate damp or wet cleaning techniques.

- The absence of any soil, wax or other undesirable visible material bonded build up including, but not limited to, bird droppings, as well as paint concrete and asphalt deposits which can be eliminated by appropriate heavy duty, cycle or project cleaning techniques.

- The presence of surface finish, gloss, protection, transparency, chemistry, and reflectivity equal to "like new" or levels designated by the Airports Authority.

- The absence of minor dust lint, spots, streaks, marks, or other limited surface soil that can be eliminated by appropriate spot cleaning techniques.

A surface will be considered clean if: (1) immediately after wiping it with a clean white glove, there is neither a visible change in the appearance of the surface nor are appearance of a visible mark on the glove or (2) the Contractor demonstrates to the satisfaction of the COTR that any visible dirt, dust, foreign matter, film, grime, stains, finger prints, streaks, spots, blemishes, and/or chemicals residues which remain on the surface after cleaning and cannot be removed without permanently damaging the underlying surface.

Cleaning - The process of removing dirt, foreign matter, dust, grime, film, stains, finger prints, and chemical residues from the surfaces on which they are found.

Cleaner - An individual who performs window and/or curtain wall cleaning tasks.
CMMS - Computerized Maintenance Management System that is used to schedule and generate work orders for all custodial activities performed under this Contract.

Contracting Officer (CO) - The Contracting Officer (CO) is the Airports Authority representative responsible for executing all contracting functions, such as the terms, scope, price, or conditions of this contract on behalf of the Airports Authority.

Contracting Officer’s Technical Representative (COTR) - Contracting Officer’s Technical Representative is the key individual who monitors the Contractor’s performance of technical requirements on the Airports Authority’s behalf for the Contracting Officer. The COTR can NOT change the terms, scope, price, or conditions of this contract.

Contractor's Employees - For the purpose of this contract, the Contractor’s employees shall mean (including but not limited to supervisors, managers, and administrators who are employed on the job site to fulfill the requests of the contract by the Contractor and/or any of its subcontractors.

Contractor’s Project Manager (CPM) - The Contractor's designated representative who must be on the job site at all times while work is being performed by the Contractor to fulfill any of the requirements of this Contract. The CPM shall have the responsibility, authority and resources to effectively fulfill all the requirements in the Contract on the job site.

Correction - The elimination of a defect.

Corrective Action - Means with respect to hazardous materials, investigation, passive remediation, active remediation removal cleanup, containment, sampling analysis or monitoring, or any of them.

DCA - Ronald Reagan Washington National Airport

Dirt - Earth or soil.

Dust - Fine particulate matter derived from many sources inside and outside the building. It is light enough to become airborne, so it can build up on any surface. It is often held in place by static electricity, which increases the difficulty of removal.

Film - A thin film coating that usually builds up over time and often is so uniform that it goes unnoticed. Air pollution is a major contributor to film formation. Film is found on infrequently cleaned toilet bowls due to foreign or impurities settling out of the tap water. Film is also found on the inside surfaces of exterior glass.

Grime - Foreign matter that clings to or is embedded in a surface. It becomes embedded or built up by repeated touching or handling, such as a door handle or light switch. Careless or incomplete cleaning procedures (particularly during construction activities) may contribute to the development of grime.

Grit - Coarse particulate matter such as sand, fragments of metal, concrete and/or glass, salt and ice melt compounds (before they absorb moisture and liquefy).

Grounds - Includes land, (both unimproved and landscaped) parking lots, roadways, walks, bridges, airfields etc. at the Airport.

Hazardous Materials - Hazardous Materials means any wastes, substances, radiation, or materials (whether solids, liquids or gases) (i) which are hazardous, toxic, infectious, explosive, radioactive, carcinogenic, or mutagenic; (ii) which are or become defined as a "pollutants" "contaminants," "hazardous materials," "hazardous wastes," "hazardous substances," "toxic substance," "radioactive materials," "solid wastes," or
other similar designations in, or otherwise subject to regulation under, any Laws; (iii) the presence of which on the premises cause or threatens to cause a nuisance pursuant to applicable statutory or common law upon the premises or to adjacent properties; (iv) without limitation, which contain polychlorinated biphenyls (PCBs), asbestos, lead-based paints, urea formaldehyde foam insulation, and petroleum or petroleum products (including, without limitation, gasoline, crude oil or any fraction thereof) or (v) which pose a hazard to human health, safety, natural resources, industrial hygiene, or the environment, or an impediment to working conditions.

**Hazardous Materials, Contractor's** - The Contractor's hazardous materials arising out of the Contractor's past, present or future use or occupancy of the Premise or the Contractor's acts or omissions. "The Contractor's hazardous materials" includes, but is not limited to any hazardous materials generated, used, stored, released, discharged, treated, disposed of, managed or transported by the Contractor or transported to the premises under an agreement with the Contractor. As used herein, the Contractor includes the Contractor's employees, agents, successors, Contractors, subcontractors, or persons acting on behalf of the Contractor.

**HCS** - Hazard Communication Standard

**Holidays** - Holidays observed by the Airports Authority

**Job Site** - The area where the work described in the SOW is to be performed.

**Key Personnel** - Individual(s) employed by the Contractor, who have the responsibility and authority for fulfilling any of the requirements of this Contract and/or the associated contract with the Airports Authority.

**Law or "laws"** - include but are not limited to all applicable local, state, federal, or regional statutes, regulations, ordinances, rules, policies, directives, orders, demands, or other laws of whatever nature, as they now exist or may hereinafter be adopted or amended including but not limited to the Comprehensive Environmental Response Compensation and Liability Act, 42 USC. Section 9604, et seq.

**Lint** - Clinging bits of fiber, hair or thread that cling to surfaces. Lint may include such things as carpet fibers, fuzz from sweaters, cobwebs, and spider webs.

**Litter** - Litter shall include, but not be limited to, waste paper, branches detached from trees and shrubs, beverage containers, dead birds, and dead animals.

**MA-126** - DCA, Engineering and Maintenance Department, Maintenance Engineering Division

**Metropolitan Washington Airports Authority (the MWAA or the Airports Authority)** - The public body responsible for the operation and management of both Washington Dulles International Airport (IAD) and Ronald Reagan Washington National Airport (DCA).

**OSHA** - U.S. Occupational Safety and Health Administration. The Federal government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

**Opaque Glass** - Glass which is impervious to the passage of light.

**Operating Hours, Terminal Building** - For the purpose of this Contract the regular operating hours of the Airport Terminal buildings are 4:00 A.M. to 12:00 P.M. EST/EDT, daily (365) days a year) including weekends and holidays.
Quality Assurance - A means by which the Airports Authority confirms that the quantity and quality of services received conform to the contract requirements. These methods/procedures are not intended to aid the Contractor in the performance of the contract requirements and shall not be a substitute for Quality Control by the Contractor.

Quality Control - A method used by the Contractor to assure that the services provided by the Contractor satisfactorily fulfills all the requirements of the Contract.

SDS - Safety Data Sheet

Services - Includes services performed, workmanship, and material furnished or utilized in the performance of services.

SOW - Statement of Work.

Spots - A non-uniform film or coating that is visible to various degrees depending on the angle of view. It is usually associated either by the use of dirty cleaning equipment or inadequate rinsing of cleaning products from the surfaces on which they are used.

Streaks - A non-uniform film or coating that is visible to various degrees depending on the angle of view. It is usually associated either by the use of dirty cleaning equipment or inadequate rinsing of cleaning products from the surfaces on which they are used.

Supervisor - Supervises individual and/or groups of employees and/or subcontractors.

VOC - Volatile Organic Compounds

Waters - Includes but is not limited to groundwater, surface water or storm water.

Work - The services required to be performed by the Contractor.
SECTION IV - BASE SERVICES

01 DESCRIPTION OF SERVICE

The Contractor shall provide all manpower, necessary supervision, materials, supplies, chemicals, appliances, tools, and equipment necessary to perform comprehensive glass and curtain wall cleaning services at Ronald Reagan Washington National Airport. These services shall include, but not be limited to, cleaning the interior and exterior surfaces of glass, glass blocks, and skylights on the envelope of various buildings throughout Ronald Reagan Washington National Airport herein referred to as the “Airport” or “job site”, (See Appendix A, Airport Site Plan) as well as the exterior surfaces of the painted aluminum curtain wall system on Terminals B and C, including the associated pedestrian connectors leading to the Parking Garages B and C and to Terminal A. These services shall also include the removal of spiders and spider webbing.

02 GENERAL

A. The Contractor shall clean (see Appendix B, Performance Standards Cleaning Methods and Quality) all glass and associated architectural surfaces described herein including transparent and opaque glass at the Airport two (2) times per year, the first full cleaning cycle shall commence in the month of May and the second full cycle of cleaning shall commence in the month of September. The COTR, at their discretion, may realign or alter the project start months based on the operational needs of Airport. The time frame for project completion for each scheduled cleaning shall not be longer than two (2) months in duration. The Contractor must notify the COTR in writing within 24 hours of notification of any impediments or actions which may delay project completion.

B. The Contractor shall perform each cleaning job according to a detailed written job schedule and plan which is prepared by the Contractor and approved by the COTR at least thirty (30) days prior to the critical milestones for each job. These milestones shall include, but not be limited to, the dates the work is to be initiated and completed as well as the amount of work projected to be completed daily. The job plan shall include, but not be limited to, a comprehensive list of the amount of crews, names and amount of people per crew, names of supervisors of said crews as well as a list of back-up crews and equipment.

C. The Contractor shall provide a list of equipment and vehicles to be used on the job site with the corresponding identification numbers. The job plan shall describe how the personnel and equipment will be located and utilized daily during the duration of each job. The job plan shall also identify the hours when the work will be performed by the Contractor.

D. The Contractor shall write a report, at completion of days’ work including pictures, detailing what was accomplished, what was not completed and why and if any unforeseen incidents occurred. The Contractor shall provide the COTR with date and time stamped pictures of all work completed outside of the core business hours of 7:00 A.M. through 4:00 P.M. EST/EDT, Monday through Friday.

E. The Contractor shall perform cleaning of glass and painted aluminum panels that are located in high traffic and/or congested areas, at the discretion of the Airports Authority, during the late night (10:30 PM - 4:00 AM) hours. If duration of such congested work extends beyond one work day, the Contractor will temporarily secure the area and remove all debris and equipment until the next work period.

F. The Contractor’s personnel shall be required to obtain security badges for the glass in secure areas under the Airports Authority’s normal security badge issuance procedures, including payment of a fee of $50.00 for each badge issued, of which $40.00 is refundable upon return of the badge. Fee’s for badges are subject to escalation over the term of the contract. Contractor shall also have all vehicles and operators of vehicles to be used on the airfield side certified by MWAA Operations.
G. The Contractor may use ladders that utilize rubber floor protectors to perform the cleaning described herein for all buildings except Terminals B and C with the COTR’s approval. The Contractor may use ladders that utilize rubber floor protectors within Terminals B and C, with the COTR’s approval, to clean surfaces which are accessible from ladders and are less than eight (8) feet above ground or floor level. The Airports Authority will provide the Contractor, for use only in the interior of Terminals B and C, lifts as described in Appendix C. Training/certification on these lifts shall be performed at no additional cost to the Airports Authority. The Contractor shall be responsible for providing at no additional cost to the Airports Authority all other lifts which the Contractor requires on the job site to fulfill the requirements of this SOW. The Contractor shall use mobile man lifts to clean the surfaces as described herein on Terminals B and C. The Contractor provided lifts shall be equipped with a yellow beacon light.

H. The Contractor shall obtain written approval from COTR for all lifts provided on the job site at least 30 days prior to their intended use by the Contractor. The Contractor must submit documentation that demonstrates to the satisfaction of the COTR and the Airports Authority’s Equipment Maintenance Branch at the Airport that these individuals have received training to safely operate all lifts the Contractor proposes to use on the job site including the Airports Authority owned high man lifts (including, but not limited to, the high elevation DENKA lifts) stored at Terminals B and C. The Contractor shall assure that the use, safe operation and/or servicing of these lifts are in compliance with all applicable requirements including but not limited to ANSI/SIA A.92.5-1992 Standard for Supported Elevating Work Platforms, 1994. In the event of Contractor provided lift failure and/or malfunction, the Contractor shall provide a replacement lift within one (1) working day so as not to delay scheduled completion of task.

I. The Contractor shall avoid direct pressure on glass and painted aluminum panels. Protect pads shall be used by the Contractor to prevent ladders from marring building surfaces. All ladders will be equipped with rubber “shoes” for the protection of the floors. While on the roof, no equipment is to make direct contact with the Hypalon Roofing Membrane. The Contractor shall provide and utilize for the protection of the roof surface one or more layers of plywood (1/2” minimum thickness). Care must be taken while placing and securing plywood on roof as not to harm the Hypalon Membrane.

J. The Contractor’s work including the use of any lifts and ladders shall not impede the operation of the Airport and/or adversely impact Airport users. Contractor shall provide all barricades, warning signs (i.e. “Caution Men Working Above”) and other safety and protective gear to isolate or restrict public address to the work site and/or to protect Airport employees and the general public from personal injury due to materials, equipment or operations at the site. All barricades, warning signs, etc. shall be in accordance with Federal and Local codes, but in no case should barricades be lower than four (4) feet in height with supports no farther than eight (8) feet apart.

K. The Contractor shall notify the COTR of all damaged and/or broken glass, faulty gaskets, missing caulk/glazing and damaged framework.

L. The Contractor shall clean glass and painted aluminum curtain walls with a solution that is specifically manufactured for glass and painted aluminum cleaning. Cleaning solutions shall not be harmful to the transparent and opaque glass, painted aluminum curtain wall system components including the frames, weather stripping, trim, window and curtain wall gaskets, solar window film, window glazing compounds or any surrounding surfaces.
03 GLASS CLEANING

GENERAL

The Contractor shall clean the glass in various buildings throughout the Airport as described below as shown on the drawings in Appendix E "Glass and Painted Aluminum Curtain Wall Elevations" (except as may otherwise be directed in writing by the COTR). If there is any discrepancy between the text and the drawings in Appendix E the drawings shall prevail.

The Contractor shall clean the surface in according to the methods and quality described in Appendix B.

1. Terminals B and C
   1. Airside (Drawing 1)
      All exterior glass windows, frames, and decorative artwork screens shall be cleaned on both the interior and exterior surfaces.
   2. Landside (Drawings 2, 3 and 6)
      All exterior glass windows, doors, canopies, and architectural features shall be cleaned on both the interior and exterior surfaces with the exception of tenant office space and opaque glass which shall be cleaned on the exterior surface only.
   3. North and South Concourse Ends (Drawing 3)
      All exterior glass and architectural features shall be cleaned on both the interior and exterior surfaces.
   4. North Pier (Drawing 4)
      All exterior transparent glass windows, skylights, architectural features and doors shall be cleaned on both the interior and the exterior surfaces with the exception of tenant space and opaque glass which shall be cleaned on the exterior surface only.
   5. Center Pier (Drawing 5)
      All exterior glass windows, skylights, architectural features and doors shall be cleaned on both the interior and the exterior surfaces with the exception of tenant space and opaque glass which shall be cleaned on the exterior surface only.
   6. South Pier (Drawing 7)
      All exterior glass windows, skylights, architectural framework and doors shall be cleaned on both the interior and exterior surfaces with the exception of tenant space and opaque glass which shall be cleaned on the exterior surface only.
   7. Club Level Interior Elevation (Drawing 8)
      All glass and framework in the interior wall of the airline club spaces shall be cleaned only on the side which faces the airline ticket counters.
   8. Ticket Level Interior Elevation Glass Above Vestibules (Drawing 9)
      All glass located above the vestibules on the ticket level shall be cleaned on both the interior and exterior surfaces.
   9. Garages B and C to Metro Pedestrian Bridges (Drawings 10 and 11)
All exterior glass and metal framework shall be cleaned on both the interior and exterior surfaces with the exception of the opaque glass which shall be cleaned on the exterior surface only.

10. Terminals B and C to Metro Pedestrian Bridges (Drawings 12 and 13)
   All exterior glass and metal framework shall be cleaned on both the exterior and interior surfaces with the exception of the opaque glass which shall be cleaned on the exterior surface only.

11. Terminals B and C to Terminal A Connector (Drawings 14 and 15)
   All exterior glass and metal framework shall be cleaned on both the interior and exterior sides.

12. Security Check Points (Drawing 37)
   All glass located at the security check points shall be cleaned on both the interior and exterior surfaces.

13. Secure Corridor (Drawing 38)
   All glass and metal framework shall be cleaned on both the interior and exterior sides.

14. Concourse Domes (Drawing 39)
   All glass and metal framework shall be cleaned on both the interior and exterior sides.

There is valuable artwork incorporated into the glass structure on both “A” and “C” mentioned above. The artwork is described in Appendix D. The Contractor shall clean, contact or moves some of this artwork to fulfill the requirements of this Contract. The Contractor shall be responsible for reimbursement for any damage it causes to this artwork, repairs are only to be performed by the artisan or craftsman that created the artwork.

B. Terminal A

1. Landside (Drawing 16)
   All exterior window, door, and skylight glass shall be cleaned as indicated in Drawing 16.

2. Airside (Drawing 17)
   All exterior window, door, and skylight glass shall be cleaned as indicated in Drawing 17.

   All exterior window glass shall be cleaned on both the interior and exterior surfaces, including skylights in the Lobby and exterior vestibule breezeway partition glass adjacent to the exterior baggage check-in.

C. Hangar Line

1. Hangar 2 Landside (Drawing 20)
   All exterior window glass on first and the second floor shall be cleaned on the exterior surface only.

2. Hangar 3 Landside (Drawing 21)
   All exterior window glass on first and the second floor shall be cleaned on the exterior surface only.

3. Hangar 4 Landside (Drawing 22)
All exterior window glass on the first and second floor shall be cleaned on the exterior surface only.

4. Hangar 5 Landside (Drawing 23)
   All exterior window glass on the first and second floor shall be cleaned on the exterior surface only.

5. Hangar 6 Landside (Drawing 24)
   All exterior window glass on the first and second floor shall be cleaned on the exterior surface only. All exterior window glass on the second and third floor in the MWAA Engineering office space and entrance doors at Street Level shall be cleaned on both surfaces.

6. Hangar 7 Landside (Drawing 25)
   All exterior window glass on the first and second floor shall be cleaned on the exterior surface only. MWAA Engineering office space on the second floor shall be cleaned on both surfaces.

D. Garages

1. Garage A (Drawing 27)
   All exterior glass block shall be cleaned on both the exterior and interior surfaces.

2. Garage B (Drawing 28)
   All exterior glass, including glass block, shall be cleaned on both the exterior and interior surfaces.

3. Garage C (Drawing 29)
   All exterior glass, including glass block, shall be cleaned on both the exterior and interior surfaces.

E. Miscellaneous Outlying Buildings and Structures

1. Shops Building (Drawings 30 and 31)
   All exterior window and door glass shall be cleaned on both the exterior and interior surfaces.

2. East Building (Drawing 32)
   All exterior window and door glass shall be cleaned on both the exterior and interior surfaces.

3. West Building (Drawing 33)
   All exterior window and door glass shall be cleaned on both the exterior and interior surfaces.

4. Central Plant (Drawings 34 and 35)
   All exterior window and door glass and metal framework shall be cleaned on both the exterior and interior surfaces.

5. Fire Station (Drawings 36)
   All exterior glass doors, windows and metal framework shall be cleaned on both the exterior and interior surfaces.

6. Bus Shelters (Appendix G)
   All exterior and interior glass and metal framework shall be cleaned on both the exterior and interior surface.
04 PAINTED ALUMINUM CURTAIN WALL SYSTEM

GENERAL

The Contractor shall clean all surfaces of the painted aluminum curtain wall system at the following locations at Ronald Reagan Washington National Airport two (2) times per year to run concurrently with scheduled Glass Cleaning. The aluminum curtain wall panels are REYNOBOND panels and have factory coil coated skins and a color weld finish. The exterior aluminum facing is normally color coated with a fluoropolymer coating system utilizing KYNAR resin. Painted aluminum curtain wall systems and air handlers must be cleaned with a soft bristle brush, and their appearance shall be clean upon completion.

A. Terminals B and C

1. Airside (Drawing 1)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surface.

2. Landside (Drawings 2)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surface.

3. North and South Ends (Drawing 3)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surfaces.

4. North Pier (Drawing 4)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surfaces.

5. Center Pier (Drawing 5)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surfaces.

6. South Pier (Drawing 7)
   All painted aluminum curtain wall exterior surfaces shall be cleaned on the exterior surfaces.

7. Terminals B and C to Metro Pedestrian Bridges (Drawings 12 and 13)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surfaces.

8. Terminal A to B Connector (Drawings 14 and 15)
   All painted aluminum curtain wall surfaces shall be cleaned on the exterior surfaces.

NOTE: All painted aluminum curtain wall surfaces shall be cleaned according to the recommended methods and quality included in Appendix B.
SECTION V - SUPPLEMENTAL SERVICES

01 DESCRIPTION OF SERVICES

A. The Contractor shall perform supplemental window and curtain wall cleaning services when requested by the Airports Authority during the course of the contract, which are outside the requirements of the Base Contract. The Contractor shall provide all supervision, labor, materials, supplies, chemicals, tools, and equipment necessary to perform these services. All such work will be requested in advance in writing by the COTR using the “Contract Services Call Order” form (referred herein after as a “Service Order”) shown in Appendix F. Each Service Order shall contain a detailed description of the work which is required to be performed by the Contractor. The Contractor shall be required to provide to the COTR a detailed estimated itemized cost breakdown for these services as well as a schedule with critical milestones for completing the Service Order. Both the cost breakdown and schedule shall be made a part of the Service Order. The Airports Authority will reimburse the Contractor for equipment rental i.e., exterior lifts and lighting at the actual cost without Contractor mark up. The Contractor shall not proceed with any of the work described in a Service Order until authorized in writing by the COTR. The Contractor shall not invoice the Airports Authority for any work described in a Service Order until after all the work described in the Service Order has been completed to the satisfaction of the COTR.

B. These supplemental services are to be performed according to the performance standards described in Appendix B.

C. Supplemental services may include, but are not limited to cleaning of exterior glass as well as painted aluminum curtain walls including adjacent surfaces, (i.e. architectural features, piping, vents, trim etc). If there is any discrepancy between the text and the drawings in Appendix E the drawings shall prevail.

D. The Contractor shall be reimbursed by the Airports Authority for supplemental services in accordance with the provision of this solicitation entitled “Method of Payment and Deduction” and unit prices specified in the Schedule. These unit prices shall be fully loaded rates which include, as appropriate, fringe benefits, travel, overhead, profit, taxes, etc.

02 CONTRACT SERVICES CALL ORDER

A. Supplemental Services shall be requested and approved in advance by the COTR using the “Contract Services Call Order” form shown in Appendix F. The Call Order will contain a detailed description of the services that are required from the Contractor. The Contractor shall provide the COTR a detailed cost estimate including an itemized breakdown for all labor, parts and materials and shipping as well as a schedule with critical milestones for completing the work to be listed on the Call Order. The Contracting Officer’s Technical Representative has the authority to approve Service Call Orders up to the amount of $10,000. Service Call Orders which exceed $10,000 must be signed by the Contracting Officer to be considered executed.

B. Labor rates included on the contract price schedule (Supplemental Services) for the contract will be used in preparing these estimates. Both the cost breakdown and schedule shall be made part of the Call Order. The Contractor shall not proceed with any work described in such Call Orders until authorized in writing by the COTR.
SECTION VI - CONTRACT START UP

01 KEY CONTRACTOR PERSONNEL

A. The Contractor shall provide the Contracting Officer and COTR thirty (30) days prior to the start date of the contract with a list of the names of all the Contractor's employees as well as subcontractors and their employees who will fulfill any part of the requirements of this contract both on and/or off the job sites. This list shall include function/job title, their duties, responsibilities and authority, minimum qualifications of the position, job-site location, and assigned work areas for each employee.

B. The Contractor shall provide the Contracting Officer Resume(s) with the experience and qualifications for all the Contractor's key personnel who are responsible both on and off the job site for fulfilling the requirements of the Contract with the proposal/bid submission and shall be updated whenever approved changes are made.

02 AIRPORT SECURITY BADGES

The Contractor shall provide the COTR with a copy of the certification official designation letter and a list of employees who will be applying for security badges thirty (30) days prior to the start date of the contract. Documentation that the Contractor has acquired all required Airport Security Clearances for all the Contractor's employees who are fulfilling any of the requirements of the Contract at the Airport job site. This documentation shall include but not be limited to legible photo copies of all pass/ID are issued by the Airport to the Contractor's employees.

03 EQUIPMENT INVENTORY

A. The Contractor shall provide a detailed written itemized equipment inventory showing the manufacturers type, model, age, serial number, on-site inventory control number and color code, and storage location of all equipment the Contractor will use on the job site to fulfill the requirement of this Contract.

B. The Contractor shall provide a detailed written itemized inventory of all materials and supplies which the Contractor will use on the job site. This inventory shall identify the manufacture, type, and quantity and storage location on the job site for each item.

04 OPERATIONAL PLAN

The Contractor shall provide the COTR with a copy of operational plan for the COTR's approval. Operational plan shall describes in detail the Contractor's daily schedule for implementing all the tasks and frequencies described in the SOW for the entire period for which this contact is awarded.
SECTION VII - GENERAL REQUIREMENTS

01 SECURITY PROCEDURES

A. The Contractor shall acquire at its own cost prior to performing any work on the job site all security devices which are required to perform the work described herein.

B. The Contractor shall secure and safeguard all Airport security access devices (including but not limited to ID badges, security cards, keys, key cards). The Contractor shall not permit any employee to access any locked and/or secured areas on the job sites until it has been determined by the COTR that permitting such access shall not be contrary to the Airports Authority's interest, and that the individual(s) is authorized to be admitted in accordance with applicable security orders, rules, regulations, and instructions as determined by Airports Authority. The Contractor shall maintain on the job site complete and current written up to date record of all the security access devices which are issued to it by the Airports Authority. This record shall identify all individuals to whom the Contractor issues these devices. The Contractor shall safeguard against duplication of any of these security access door control devices. The Contractor shall distribute these devices to its employees and/or subcontractors at the beginning of each shift and collect them at the end of the same shift. The Contractor shall maintain a log and require the employees to sign for receipt of these doors.

C. The Contractor shall ensure all its personnel on the job site visibly display at all times both a valid Airports Authority AOA badges and a valid Contractor issued ID.

D. The Contractor shall immediately report to the Airports Authority all security devices (i.e. badges, keys, key cards and/or any other access devices) issued to it by the Airports Authority which are lost or stolen. The Contractor shall be responsible for all the costs which the Airports Authority incurs as a result of the Contractor's loss of Airports Authority keys. These costs include but are not limited to the expense of changing locks and/or replacing keys.

E. The Contractor shall ensure that, under no circumstances, any of its employees shall enter an area not authorized for access by the Airports Authority. All breaches of security on the job site by the Contractor shall be immediately reported to the COTR.

F. The Contractor’s employees shall be accompanied at all times by the COTR or an individual designated by the COTR, in areas which the Airports Authority determines to be sensitive.

02 SAFETY

A. The Contractor and each of its employees shall comply with all applicable local, state, Federal and Airports Authority rules, regulations and practices.

B. The Contractor shall also be responsible for all injury to persons or damage to property that occurs as a result of the Contractor's negligence and shall take proper safety and health precautions to protect the work, the workers, the public and the property of others. The Contractor shall be responsible for all materials delivered and work performed until completion and acceptance of the entire work.

C. The Contractor must perform all its activities pursuant to this contract in a safe manner. The Contractor shall assume responsibility on the job site for the actions of all its personnel and subcontractor(s) who are associated with performance on this contract. The Contractor shall take adequate measures to prevent injury to the public or Airports Authority property on the job sites.
D. The Contractor shall provide and ensure that all its personnel at the work site properly wear all applicable safety devices and apparel including but not limited to Fall Arrest Protection and soft soled steel-toed shoes. These devices and apparel shall be provided at no cost to the Airports Authority.

E. The Contractor shall develop and provide to the COTR the Contractor's written Safety Plan. This Plan shall fulfill the requirements of the Airports Authority's Construction Safety Manual. All safety training (including but not limited to lift operation fall protection, training, hazardous communication standards, and spill protection) which is part of the Plan shall comply with OSHA standards. The Plan shall be submitted by the Contractor to the COTR within ten (10) working days prior to the start of the period of this contract.

F. The Contractor shall provide alphabetical lists and copies of Safety Data Sheets (SDS) for all chemical products the Contractor will use on the job site. This information should be contained in a loose-leaf binder in alphabetical order according to the common name of the chemical. The alphabetical lists shall be by (1) the common chemical and (2) trade name for each SDS.

G. The Airports Authority have the right to inspect all areas for safety violations at its discretion, direct the Contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if other hazards are deemed to exist.

H. Notwithstanding any provision to the contrary, the Airports Authority shall not be obligated to make an equitable adjustment for any work stoppage that results from safety hazards created by the Contractor.

I. In the event that the Airports Authority should elect to stop work because of any type of existing safety hazards on the job site after the Contractor has been notified and provided ample time to correct, the Contractor shall bear all costs for eliminating the hazard(s) and shall not be granted compensation for the work stoppage. Any and all additional expenses shall be paid by the Contractor.

J. The Contractor's vehicles or private vehicles by the Contractor's employees operated on or about the property shall conform to regulations and safe driving practices.

K. The Contractor shall immediately notify the COTR if the job site is visited by an official authorized to enforce any regulatory requirement including but not limited to the Occupational Safety and Health Act.

L. The Contractor shall provide and use adequate barricades and signs to provide sufficient notice of potential safety hazards prior to, during, and after the performance of the services.

M. The Contractor shall inspect all powered equipment daily before operations for signs of wear as well as potential safety hazards. The Contractor shall immediately remove from service on the job sites all equipment including extension cords which are potentially unsafe, damaged, inoperable and/or do not meet the manufacturers operational specifications.

N. The Contractor shall never leave power equipment unattended without disconnecting them from their power source.

O. The Contractor shall properly size all electrical cords for the job and placed away from vehicular or pedestrian traffic. All connections between the extension cords and related equipment (e.g., tools, machine, or additional extension cords) shall be tightly fastened with no exposed electrical contacts. All extension cords shall have, and use, a proper electrical grounding pipe. Power tools and/or extension cords used in damp areas shall be plugged into a Ground Fault Circuit Interrupter (GFCI) switches to immediately shutdown when a short to ground is detected.
03 FIRE PREVENTION

A. The Contractor shall be responsible for establishing and maintaining an effective fire prevention program on the job site. This program shall effectively protect the Contractor employees as well as the property being serviced and the people who occupy and/or use this property.

B. The Contractor shall be knowledgeable and train all its employees on the procedures and means of egress as well as the methods of reporting fires on the job sites.

C. The Contractor shall provide a detailed written fire prevention program which the Contractor will implement on the job site.

04 SMOKE FREE ENVIRONMENT

The Contractor and its employees shall adhere to all applicable rules and regulations regarding maintenance of a smoke free environment on the job sites. The Airports Authority’s facilities are smoke free.

05 PERMITS, ROYALTIES AND LICENSES

A. The Contractor shall, without additional expense to the Airports Authority, be responsible for obtaining all licenses and permits which are necessary to fulfill the requirements of the Contract.

B. The Contractor shall also obtain and pay the costs of any royalties and licenses for any patented or copyrighted items used in the performance of work.

06 DELIVERY OF SUPPLIES AND EQUIPMENT

A. The Contractor shall (as directed by the COTR) schedule its supply and equipment deliveries and the supply and equipment deliveries of its vendors and subcontractors during times and locations that cause minimum disruption and inconvenience to the Airports Authority’s operations. Unless otherwise directed by the COTR, all such deliveries shall be made at the job site only during the hours of 11:00 P.M. and 6:00 A.M. EST/DST daily.

B. The Contractor’s all deliveries at the Airport job site shall only be made to either the loading dock(s) associated with each building or locations approved in writing by the COTR.

07 COMMUNICATION

The Contractor shall at its own expense provide fully operational transportable cellular telephones and two-way radio to all its supervisors at all times that they are on the job site to fulfill the requirements of this contract and key personnel for this Contract at any time the Contractor is performing work on the job site in fulfillment of the requirements of this Contract. The two-way radio shall be of type and frequency which shall not interfere in with any other electronic and telecom group on the job site. The Contractor shall provide the assigned telephone numbers for this equipment to the COTR at least fourteen (14) working days prior to the start of the period of this contract. The Contractor shall notify the COTR of any changes in these assignments.

08 NONWAIVER

Failure of the COTR and/or other Airports Authority personnel to discover or to reject services which are unacceptable and not in accordance with the contract shall not be deemed an acceptance thereof nor a waiver of the Airports Authority’s right to proper execution of the contract or any part of it by the Contractor.
09 DISTURBING AND/OR RELOCATING EQUIPMENT

The Contractor's employees shall not disturb any items (i.e. furniture, documents, materials, supplies, equipment, etc.) that are in any area of the job sites unless either directed otherwise by the COTR or the items are the property of either the Contractor or the Contractor's personnel. In situations where items are located in the general area of proposed work, such items shall be temporarily relocated by the Contractor, at no additional cost to the Airports Authority, until such time as the proposed work is completed. The Contractor shall assure that all items to be relocated are returned to their original locations without damage to them or to the surrounding surfaces.

10 TIMELY PERFORMANCE

The Contractor shall adhere to and fulfill all the time and frequency requirements described herein.

11 ACCIDENT REPORTS

A. The Contractor shall immediately notify in turn the Airports Authority's Police Department and the COTR both verbally and in writing of any accident on the job site which is related to the performance of this SOW that involve bodily injury or damage to property. The COTR shall provide information necessary concerning whom to contact and the specific form of the follow-up written notice.

B. The Contractor shall promptly repair or replace any damages caused by the Contractor or its employees to the Airports Authority's property, to the satisfaction of the COTR, at the Contractor's expense.

12 BAR CODE INSPECTION SYSTEM

The Contractor, acting as the Airports Authority's agent, shall bear the responsibility and the obligation for direct involvement with the maintenance of the equipment, and accomplishing the inspection program. All information entered on this program is the sole property of the Airports Authority and shall be forwarded over to the Airports Authority at the completion of the contract. The Airports Authority will retain an oversight role in the management of the Bar Code Inspection System. The Contractor shall comply with the following procedures in the management of the Bar Code Inspection System. The Contractor shall notify the COTR in written form within 24 hours, should for any reason the bar code system or any parts thereof become nonfunctional,

A. The Contractor shall provide, maintain and update an automated Bar Code informational database, compatible with Windows operating system. The computer software that shall be used to maintain this data must be Microsoft Access/Word/Excel compatible and approved by Airport within fifteen (15) days of the award of this contract.

B. The Database shall include, as a minimum all window and curtain wall elevations which are defined in Appendix E. The Contractor at a minimum shall install a bar approximately every 50 linear feet of windows located half way of the window span. The Contractor may suggest additional areas to be included and submit it to the Contacting Officer's Technical Representative (COTR) for approval prior to adding it to the database.

C. The Airports Authority will provide the Contractor with additional or updated information to be added in the database, such as new locations/areas, dates of projected renovations or other related items.

D. The Contractor shall provide the Airports Authority with an updated copy of the database in printed form and computer storage media form (CD) Access/Word/Excel compatible after the scheduled cleaning.
Each day during the cleaning process of the windows and curtain walls the Contractor shall submit to the COTR a written (print out) copy (down loaded the Contractor bar code scanners) to demonstrate and document the daily progress of cleaning the window and curtain walls.

E. The Contractor shall print out and review the tours of the previous day, make any comments concerning corrections, implement the changes corrections and forward the daily Bar Code report to the COTR for review. Once the COTR reviews and comments on the daily report, the COTR will return it to the Contractor to correct deficiencies and file the report.

F. The database/bar code report shall include, as a minimum:
   - Date
   - Personnel who performed the inspection (i.e. Person Name
   - Time inspecting each area
   - Description of each location/area inspected (i.e. Terminal B Center Pier AOA Outside)

13 ARTWORK

The Contractor shall exercise extreme care and not cause any damage to the valuable artwork which has been installed at Terminals B and C. A portion of this artwork has been incorporated into the transparent and metal curtain wall and the floors of the building. The Contractor shall be liable for all damage it may cause to this artwork. Restoration of the artwork must be performed by the artist and/or artisan who created and/or constructed each piece of artwork. A brief description of each piece of artwork with its respective location is given in Appendix D. The artwork that the Contractor shall be responsible for cleaning is the Glass Frieze located on the airfield side glass of Terminals B and C. The Contractor shall also be responsible for cleaning the transparent glass located behind the South Wall Trellis artwork.

14 FIXED IMPROVEMENTS AND OPERATING FACILITIES

A. The Contractor shall have no right during the Operating Period of the Contract to demolish or remove, in whole or in part, any Fixed Improvements on the job sites except with the prior written consent of the Airports Authority, which may, at the discretion of the Airports Authority, be conditioned on the obligation of the Contractor to replace the same by a building structure or improvement acceptable to the Airports Authority. At the expiration of the contract, all Fixed Improvements shall be left in place and title to them shall transfer to the Airports Authority unless otherwise acquired to in writing by both the Contractor and the Airports Authority.

B. During the period of performance of the Contract, title to the Fixed Improvements made by the Contractor on the job sites shall remain with the Contractor. "Fixed Improvements" includes any improvements, fixtures, additions, annexations or alterations to the job sites or a portion thereof which cannot be removed or changed without material damage to, or destruction of, either itself or the job sites or a portion thereof. All Fixed Improvements on the job sites require the prior written approval of the Airports Authority.

15 CONTRACTOR’S LIFT INDEMNIFICATION OF THE AIRPORTS AUTHORITY

In addition to and as supplement to other provisions in the Airports Authority’s contract the Contractor agrees to defend, to save and keep harmless, and indemnify, the Airports Authority, its offerors, agents, employees, and directors against liability and other claims including the costs of whatsoever kind and nature, such as by way of example and not limitation, damages, attorney’s fees, litigation expenses and court costs, arising or alleged to arise for injury, including personal injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident or arising out of the design, training
suitability, maintenance, use, service, rental, and operation of equipment furnished by the Contractor and/or Airports Authority as stated in the SOW of this contract. The Airports Authority agrees to allow the Contractor to inspect rented equipment prior to use but the Airports Authority cannot and does not warrant the equipment’s condition or suitability for use.
SECTION VIII - REGULATORY REQUIREMENTS

01 GENERAL

A. The Contractor (including its on the job site employees and subcontractors) shall comply with all applicable Federal, state, local, and Airports Authority regulatory, code and procedural requirements.

B. The Contractor shall provide the COTR with Safety Data Sheets (SDS) when requested for all materials used and/or stored on the job site by the Contractor.

C. The Contractor shall provide the COTR written program which the Contractor has established and implemented to ensure the Contractor will meet or exceed all currently applicable regulatory requirements.

D. All regulatory infractions which are incurred by the Contractor while fulfilling the requirements of this Contract shall be immediately reported by the Contractor to the Airports Authority and/or appropriate regulatory agencies.

02 ASBESTOS CONTAINING MATERIALS/LEAD BASED PAINT

A. Most facilities at the Airport, except for current CDP construction, were constructed prior to 1981. Facilities constructed prior to 1981 should be presumed to have both asbestos containing materials (ACM) and paint containing lead in their construction.

B. Therefore, prior to undertaking any activities which could disturb these materials the Contractor shall obtain written approval from the Airports Authority through the COTR prior to proceeding with such activities.

03 AIR QUALITY

The Contractor shall use on the job site only chemicals and products which are effective to fulfill the requirements described herein, have the least adverse impact on the environment, do not exceed the volatile organic chemical (VOC) limitations rule(s) published by the U.S. Environmental Protection Agency (EPA), and comply with all applicable regulatory requirements.

04 HAZARDOUS MATERIALS

A. Compliance with Laws

The Contractor shall comply with all laws relating to hazardous materials on the job sites or related to the Contractor's activities at the job sites. The Contractor shall not manage, use or store hazardous materials at the job sites except as reasonably necessary to accomplish the Contract. The Contractor shall not dispose or treat of any hazardous materials on the job sites or surrounding lands or waters. The Contractor shall immediately provide to the COTR a written list of hazardous materials which are used or stored, or intended to be used or stored, at the job site, and the approximate quantities to be used or stored, prior to entering into the contract.

B. The Contractor's Responsibility for Environmental Costs and Damages

The Contractor's hazardous materials shall be the sole responsibility of the Contractor and the Contractor shall be solely liable for and responsible for, without limitation, at the Contractor's sole cost and expense:
1) Corrective Action of the Contractor's hazardous materials as directed by any governmental agency, as required by any law, or as necessary to prevent or eliminate any nuisance, trespass, waste or diminution in the value of the job sites or as necessary to avoid any impairment of the Airports Authority's ability to use the job sites for Airport purposes upon expiration or termination of this contract;

2) Damages for injury or death to persons, or injury to property, the job sites and surrounding lands and waters arising out of the Contractor's hazardous materials;

3) Claims resulting therefrom;

4) Fines, costs, fees, assessments, taxes, penalties, demands, orders, directives or any other requirements imposed in any manner by any governmental agency asserting jurisdiction, or under any law with respect to the Contractor's hazardous materials;

5) Costs and expenditures for Corrective Action required as to the Contractor's hazardous materials;

6) Damages, costs and expenditures for injury to natural resources resulting from the Contractor's hazardous materials as required by applicable law;

7) Compliance with laws regarding the generation, use, storage, transportation, treatment, management or disposal of the Contractor's hazardous materials; and,

8) Any other liability related to the Contractor's hazardous materials. While the Airports Authority is not required to incur any costs, fees (including attorney, consultant and expert witness fees) or expenses for environmental compliance, or Corrective Action relating to the Contractor's hazardous materials, should the Airports Authority incur any such costs, expenses or fees due to the Contractor's non-performance of its obligations under this contract, the Contractor shall within 30 days of demand reimburse the Airports Authority for said costs, expenses or fees.

C. Contractor's Hazardous Materials Indemnification of the Airports Authority

In addition to any other indemnities in this contract, the Contractor shall defend, indemnify, release and hold harmless the Airports Authority, its officers, agents and employees, successors and assigns from any and all responsibilities, damages, claims, penalties, orders, decrees, fines, liabilities, costs, expenditures, attorney's fees, litigation expenses and court costs relating to the Contractor's hazardous materials liabilities and responsibilities.

D. Scope of Responsibilities

The job sites, conditions, covenants, and indemnities by the Contractor in this provision shall apply without limitation to the Contractor's successors, assigns, assignees, and guarantors of the contract. Further, with respect to each of the promises, conditions, covenants and indemnities in this section, the Contractor assumes responsibility to the Airports Authority for the acts or omissions of the Contractor's employees, agents, assignees, successors, shareholders, subsidiaries, Contractors or subcontractors (whether or not such acts or omissions are negligent, intentional, willful or unlawful) in any way relating to the Contractor's hazardous materials, or environmental compliance with respect to the Contractor's hazardous materials. Each of the promises and indemnities in this provision apply to any discharges of hazardous materials at the job sites (or emanating from the job sites) by the Contractor, and to any assessment, testing, investigation, remediation and/or cleanup with respect to the Contractor's hazardous materials, whether occurring before or after the Contractor vacates the job sites. The promises and indemnities by the Contractor are continuing and survive termination of the contract.
E. **Testing and Assessment by the Airports Authority**

At the Airports Authority's sole discretion, during reasonable business hours, the Airports Authority or its representatives or consultants, may enter upon the job sites and make any tests, measurements, investigations or assessment the Airports Authority deems necessary in order to determine the presence of hazardous materials or to evaluate Contractor's compliance with this agreement. Nothing herein requires the Airports Authority to conduct any such testing, measurement, investigation or assessment. The Airports Authority shall give the Contractor a minimum of five (5) days written notice prior to conducting any such tests, investigations or assessment except no such notice is required under urgent or emergency conditions. If any of the Contractor's hazardous materials are detected requiring Corrective Action other than monitoring under this provision, or if any material violation of any law or the requirements of this provision are found by the consultant, the fees and expenses of said consultant shall be paid by the Contractor on demand by the Airports Authority. This is in addition to the Contractor's obligation to conduct all required Corrective Action of any of the Contractor's hazardous material releases or suspected releases at the Contractor's sole cost as provided herein.

F. **Other**

1) All hazardous and/or carcinogenic materials transported or generated on to either job site by the Contractor must be properly disposed of from the Airport site by the Contractor in accordance with applicable Federal, state and local laws and regulations and at no cost to the Airports Authority.

2) The Contractor shall immediately provide the COTR with complete, legible copies of all regulatory notices, violations notices, citations, etc. received by the Contractor which pertain directly or indirectly to its fulfillment of this Contract.

3) The Contractor shall provide the COTR with documentation on hazardous materials or wastes that are accumulated, handled, generated, or disposed of by the Contractor's operations. The documentation shall demonstrate the adequacy of the handling and disposal operations used by the Contractor and will demonstrate that the Contractor's activities will not result in contamination of Airport property. This documentation shall be provided upon request during periodic environmental inspections of the Contractor's premises by the Airports Authority. The Contractor shall immediately provide copies of all such correspondence to the COTR on all correspondence with regulatory agencies concerning the Contractor's compliance with environmental regulations.

4) If the Contractor generates hazardous waste in an amount that makes it subject to State and Federal hazardous waste requirements, the Contractor shall apply for a Hazardous Waste Generator Identification Number. Hazardous waste shall be transported off the Airport using the Contractor's Hazardous Waste Generator Identification Number documented on a complete and properly signed Uniform Hazardous Waste Manifest. The Contractor shall be required to submit an Annual Hazardous Waste Report to the State of Virginia Department of Environmental Quality. The Contractor shall be responsible for developing a Resource and Conservation Act Contingency (RCRA) Plan if the amount of hazardous waste generated places it into a category that requires a plan. The Contractor shall be responsible for notification and reporting required under SARA, Title III regulations.

**05 SPILL CONTINGENCY PLAN**

A. Neither domestic drains, nor storm drains on the job sites shall be used to dispose of gasoline, paint, thinners, hydraulic fluid, solvents, concentrated cleaning agents or other hazardous material.
B. The Contractor shall develop and implement on the job sites (for the entire period of performance of this Contract) a written Hazardous Waste Spill Control and Containment Plan listing materials used, spill prevention procedures, containment equipment and procedures to be used in the event of spill, personnel protective equipment requirements, notification procedures, site redemption procedures, and personnel training procedures in accordance with regulations. The Contractor shall provide the COTR a copy of this plan at least ten (10) working days prior to the start of the start period of performance of this Contract.

C. In the event of a spill, the Contractor shall immediately notify the Airport Fire Department. The Contractor shall be responsible for all cleanup, site remediation and disposal costs including hazardous waste response teams that may be required at the site. All procedures shall be in accordance with applicable Federal, state and local environmental and OSHA regulations. Hazardous materials that are temporary, stored on site during normal working hours, shall be placed in containment devices that are capable of containing 110 percent of the volume of the substance in the event of a spill.

D. The Contractor shall initiate a training program for its employees and subcontractors on the proper disposal of hazardous materials such as gasoline, paint thinners, hydraulic fluid, solvents, etc.

E. Materials that are stored in an area that is near sanitary drains shall be protected by means of dikes, containment boxes, or other means to prevent a slug load of material from entering the drains. The Contractor's Spill Control and Containment Plan (SCCP) that shall at a minimum include the following components:

1) A description of discharge practices, including non-routine batch discharges.

2) A list, description, and location of stored chemicals near sanitary drains that could cause an impact on the treatment plant if a release were to enter the sanitary drains. This material is not limited to petroleum or hazardous products, but also includes any material that may have an impact on the Arlington County Sewage Treatment Plant, such as soaps, dyes, detergents, deodorizers, solvents, etc.

3) A list of spill kits, location of kits and materials contained in the kits that could be used to contain a spill to prevent the spilled material from entering a drain or drain inlet. Protection devices shall be included in the spill kits.

4) Procedures to be followed to prevent an accidental or slug discharge. Such procedures shall include, but not be limited to inspection and maintenance of storage areas, handling of materials, loading and unloading of materials, and containment procedures to be followed in the event of a spill.

5) Training procedures for employees to ensure they are aware of the procedures to be followed in the event of a spill that could enter a sanitary drain and the notification procedures to be followed in the event a slug load does enter the sanitary drainage system.

6) Instructions to employees on how to obtain a copy of the Airport Industrial User Wastewater Permit.

7) Posting in conspicuous areas, the spill notification flow chart currently used by the Airports Authority. This flow chart provides a list of people or groups to be notified in case of a spill on the Airport. This notice shall include but not be limited to advising employees to call the Airport’s Work Order Desk and the Arlington County Water Pollution Control Division in case of a discharge into the sanitary drains in violation of the Airport Permit or the Arlington County
Sewage Ordinance. Notice must include but not be limited to including the telephone number of the Arlington County Water Pollution Control Division (Process Control Engineer or the Shift Supervisor as alternate). If a discharge event is reported, the report shall include the following information:

(1) Caller Name
(2) Facility and Tenant Name
(3) Name and Type of Material Discharged
(4) Time and Duration of Release
(5) Amount of Material Released
(6) Possible Effect on Health, Equipment or the Environment
(7) Corrective Action Taken
(8) Name of Individual to Call if More Information is Needed
SECTION IX - PERSONNEL

01 PERSONNEL AND ORGANIZATION

The Contract shall provide a detailed chart showing the organization and all personnel proposed to be used both on and off the job site to fulfill the requirements of this contract.

02 ATTIRE

All the Contractor's personnel, while performing work under this contract shall at all time be attired in a neat clean distinctive uniform which is acceptable to the Airports Authority. The uniform shall prominently display the Contractor's name in a permanent or semi-permanent manner such as a badge or monogram. Any color combination, as appropriate, may be used for the uniforms as long as they are distinct from the uniforms used by Airports Authority employees. Employee uniforms must be supplied and maintained by the Contractor at no cost to the Airports Authority. As part of their uniform, the Contractor's personnel shall conspicuously display on the front of the portion of the uniform at chest height an Airport photo identification security badge and card key issued by the Airport Operations Division, color coded numerical work assignment area badges issued by the COTR and photo identification badge issued by the employee's respective employer.

03 SUPERVISION AND MANPOWER

A. The Contractor shall provide fully trained and qualified Supervisors who are members of IWCA or similar organizations in sufficient numbers as required fulfilling all the requirements of this Contract.

B. Each of these Supervisors shall be able to clearly and understandably communicate (both verbally and in writing) in the English language with the Airports Authority. These Supervisors shall also be able to communicate verbally and in writing with all of the Contractor's employees and subcontractors as required to fulfill all the requirements of this Contract.

C. The Contractor shall provide all the manpower, materials, supplies and equipment necessary for the Contractor to fulfill all the requirements of the Contract.

D. The Contractor shall only provide fully trained and qualified personnel on the job sites to fill the requirements of this Contract and the terms of the contract document.

E. At all times while on the job site to fulfill the requirements of this Contract (whether on or off duty), the Contractor’s employees shall conduct themselves in an orderly and safe manner.

F. While on the job site, the employees shall not fight, engage in horseplay, be under the influence of alcohol and/or drugs, or bring or consume alcohol and/or drugs, gamble, solicit, steal or commit any other crimes. The Contractor shall immediately and permanently remove from the job site any employee engaging in acts that violate this section of the Contract or which the Airports Authority determines to be unsatisfactory.

04 QUALITY CONTROL

The Contractor shall implement an effective quality control program. This program shall insure the Contractor fulfills all the requirements of this Contract. This program shall include but not be limited to including all elements of the quality control program described in the Technical Proposal which the Contractor submitted in response to the Airports Authority's solicitation for this contract.

The Contractor shall provide on the job site no less than the level of quality described in this Specification.
05 AREA ASSIGNMENTS

The Contractor shall assign its personnel to specific areas of the job site to accomplish the work described herein. The Contractor shall provide this information to the COTR at least ten (10) work days prior to implementation of the work. The Contractor shall immediately notify the COTR of any changes regarding this information. While on the job site to fulfill the requirements of this Contract, all of the Contractor’s personnel shall be in their assigned work area properly equipped to perform the work described herein. All the Contractor’s personnel who are found outside their assigned work area without justifiable cause shall be immediately and permanently removed by the Contractor from the job site. The Contractor’s personnel shall not eat or take breaks within their assigned work areas.

06 PROJECT ASSIGNMENTS

A. At all times while work is being performed on the job site pursuant to this contract, the Contractor shall provide a Project Manager on the job site. The Project Manager shall have full authority to act for the Contractor and serve at all times to carry out all the provisions of the contract. At all times when the Project Manager is away from the site another individual shall be designated by the Contractor to act in the Project Manager’s capacity with equal authority to act for the Contractor on all matters related to this Contract. Both the Project Manager and the alternate designee shall be acceptable to the Airports Authority. In addition, these individuals shall be literate in both writing and speaking the English language.

B. The Project Manager and the designee, shall be on-call at all times during performance of the work. The Project Manager shall meet as promptly as possible with the COTR at the COTR’s request to discuss performance of the work or other provisions of the contract.

C. The Project Manager and the designee, shall be on-call at all times for emergencies (related to the work described herein) and must be able to report within one (1) hour to any of the job sites covered by this contract.

D. The Project Manager shall be trained in the requirements of all applicable OSHA, EPA, and other Federal, state and local laws and regulations regarding the equipment and materials that will be encountered in the performance of the work.

07 AWARENESS ON THE JOB SITE

A. The Contractor’s on-site supervisors and employees are expected to quickly become familiar with their designated areas. In addition, they shall be expected to notify, document and immediately report anything which is amiss or suspicious to the COTR.

B. The Contractor’s employees are to inform their respective supervisors on the job site of any unusual happening or physical problems such as burned-out lights, broken locks, or open windows. These reports are to be made in writing to their respective supervisors and transmitted through the Contractor’s chain of command to the COTR prior to the start of the next regular workday for the Airports Authority. These reports shall be referred to as Security Intrusion Exception Reports. In addition all observations of breaches in Airport security requirements as well as suspicious persons, packages, situations, etc. must immediately be reported verbally to the Airport Operations Division (MA-110), and in turn to the COTR in writing.

C. The Contractor shall encourage employees on the job-site to look out for each other, the Airports Authority’s property and Airport users. The Contractor must implement, at the start of the contract, procedures to keep its personnel safe. The Contractor shall ensure they are never alone in an isolated,
exposed place. The Contractor shall make documented, unscheduled visible stops at work sites to discourage any would-be perpetrators.

08 SEMINAR ATTENDANCE

At the invitation of the Airports Authority’s Manager, Contracting Officer, or COTR, the Contractor’s Contract Manager and supervisors on the job sites shall attend training workshops and/or seminars which are presented by the Airports Authority. These seminars may include the Airports Authority’s annual Multi-Media Environmental Awareness Convention Seminar. These seminars will be offered to the Contractor at no charge.
SECTION X - DELIVERABLES

01  30 DAYS PRIOR TO CONTRACT START DATE

A. After notification of the contract award but no later than thirty (30) days prior to the start of the period of this contract the Contractor shall submit to the COTR:

1. The identity of the Contractor's lift operators with documentation which demonstrates to the satisfaction of the COTR and the Airports Authority's Equipment Maintenance Branch at the Airport that these individuals have received training to safely operate all lifts the Contractor proposes to use on the job site including the Airports Authority owned high man lifts (including, but not limited to, the high elevation DENKA lifts) stored at Terminals B and C. (Section IV, 02.H)

2. A list of the names of all the Contractor's employees as well as subcontractors and their employees who will fulfill any part of the requirements of this specification both on and/or off the job sites. This list shall include the social security or Federal ID number, function/job title, their duties, responsibilities and authority, minimum qualifications of the position, job-site location, and assigned work areas for each employee. (Section VI, 01.A)

3. Documentation that the Contractor has acquired all required Airport Security Clearances for all the Contractor's employees who are fulfilling any of the requirements of the Contract at the Airport job site. This documentation shall include but not be limited to legible photo copies of all pass/ID are issued by the Airport to the Contractor's employees. (Section VI, 01.C)

4. A detailed written itemized equipment inventory showing the manufacturers type, model, age, serial number, on-site inventory control number and color code, and storage location of all equipment the Contractor will use on the job site to fulfill the requirement of this Contract. (Section VI, 03.A)

5. A detailed written itemized inventory of all materials and supplies which the Contractor will use on the job site. This inventory shall identify the manufacture, type, and quantity and storage location on the job site for each item. (Section VI, 03.B)

6. Documentation showing the Contractor has all the supplies, chemicals, materials, tools and equipment necessary to fulfill the requirements of this Contract. (Section VI, 03.B)

7. The Contractor's operational plan which describes in detail the Contractor's daily schedule for implementing all the tasks and frequencies described in the SOW for the entire period for which this contact is awarded. (Section VI, 04)

8. The Contractor's written Safety Plan. (Section VII, 02.E)

9. Alphabetical lists and copies of Safety Data Sheets (SDS) for all chemical products the Contractor will use on the job site. This information should be contained in a loose-leaf binder in alphabetical order according to the common name of the chemical. The alphabetical lists shall be by (1) the common chemical and (2) trade name for each SDS. (Section VII, 02.F)

10. A detailed written fire prevention program which the Contractor will implement on the job site. (Section VII, 03.C)

11. The Contractor's written program which the Contractor has established and implemented to ensure the Contractor will meet or exceed all currently applicable regulatory requirements. (Section VIII, 01.C)
12. The Contractor’s written Hazardous Waste Spill Contingency Plan. (Section VIII, 04.A)

13. A detailed chart showing the organization and all personnel the Contractor proposes to use both on and off the job site to fulfill the requirements of this specification. (Section IX, 01)

02 DAILY

A. Daily - At completion of days’ work, Contractor shall write a report, including pictures, detailing what was accomplished, what was not completed and why and if any unforeseen incidents occurred. (Section IV, 02.D)
SECTION XI - CONTRACTOR FURNISHED RESOURCES

01 MATERIALS, TOOLS, AND SUPPLIES

A. Except as otherwise provided in this Contract, the Contractor shall furnish all resources (i.e. supervision, labor, materials, supplies, chemicals, tools, and equipment including, but not limited to, lifts, lighting, barricades, signage, and fixed improvements on the job site) that are necessary to fulfill all the requirements described in this Contract in a safe, orderly, timely, efficient, satisfactory and workmanlike manner in Terminals A, B, and C and the rest of the Airport. The Contractor shall utilize Airports Authority lifts to fulfill the glass cleaning requirement in the interior of Terminals B and C. In the event that the Contractor deemed it necessary to supplement Airports Authority - provided lift equipment with Contractor - provided lift equipment to accomplish the requirement of the Contract in a more timely fashion, the Contractor shall assure that only identical equipment are used at no additional cost to the Airports Authority. All Airports Authority-provided lift equipment is listed in Appendix C. Contractor supplied lifts shall be accessed to Terminals B and C from either the Metro Plaza South Automatic Entrance Door Operator or the Ticket Counter Vestibule 1 and 6 Automatic Entrance Door Operators.

B. The Contractor may request that the COTR approve other materials, supplies, chemicals, tools, and/or equipment other than those described in this Contract provided these submittals are in written form. Contractor shall provide documentation which demonstrates to the satisfaction of the COTR that the salient features of the proposed substitutions are equal or better than those described in this Contract.

C. The Contractor may store materials, supplies, tools, chemicals and/or equipment on the job site (while fulfilling the requirements of this contract) only to the extent such storage is approved in writing by the COTR. Lifts and lighting access cones shall be stored at locations approved by the COTR. Unless otherwise approved by the COTR the Contractor shall remove all materials, supplies, chemicals, tools and equipment for the job site at the completion of each day’s work.

D.
SECTION XII - AUTHORITY FURNISHED RESOURCES

01 GENERAL

A. Unless otherwise indicated, the Airports Authority will furnish the following resources to the Contractor at no cost to and for use by the Contractor on the job site only to fulfill the requirements of this Contract:

1. Use within Terminals B and C interior of the Airports Authority's mobile battery powered platforms and man lifts located in Terminal buildings as described in Appendix B. The Contractor is required to furnish all additional lifts on the job site which are required to fulfill the requirements of this Contract.

2. Electric power on the job site will be furnished through existing outlets at both job sites as necessary for the Contractor's effective performance of the contract work.

3. Cold water on the job site will be provided from existing outlets located on the roof and building fronts at the job sites. No new supply locations or special temperature sources of hot or cold water will be provided. Hot water needs are to be coordinated with the COTR for access into the Janitor Closets.

4. Electric relamping, as well as maintenance and repair of on-site space provided to the Contractor.

5. Parking permits for the Contractor’s employees may be purchased at the prevailing cost and if parking permits are available from the Airports Authority. Otherwise the Contractor is responsible to satisfy its parking requirements at its own expense.

B. The Contractor shall protect from damage all property furnished to it by the Airports Authority. The Contractor shall immediately report to the COTR any damage to this property (including utility outlets) resulting from its failure to exercise reasonable care in performing work. In addition, the Contractor shall use all reasonable care to conserve the utilities provided.
SECTION XIII - METHOD FOR PAYMENT AND DEDUCTIONS

01 GENERAL

The Contractor shall only submit invoices to the Airports Authority for work that has been completed in accordance with this Contract to the satisfaction of the COTR. If the Contractor completes more than one job in a given month, the Airports Authority requires that the Contractor combines all the jobs together in order to submit a single lump sum invoice for the month. All invoices are to include a detailed breakdown of costs in accordance with the Schedule. All payments to the Contractor by the Airports Authority shall be made in accordance with the Schedule.

02 BASE CONTRACT

The Contractor shall invoice the Airports Authority for glass cleaning and painted aluminum curtainwall at the end of each calendar month in which the work was performed in accordance with the SOW, and shall be paid for actual services performed.

03 SUPPLEMENTAL SERVICES

A. The Contractor shall be reimbursed for the labor and materials required to complete alteration/modernization supplemental service tasks as well as all work on inventory not included in appendix C in accordance with the fully loaded labor rates specified in the pricing schedule. The Contractor shall be reimbursed for all parts/materials used in the performance of supplemental services at Contractor’s cost. There shall be no mark up for shipping cost. Parts manufactured and supplied by the Contractor shall be invoiced to the Airports Authority at the published list price and not greater than 5% markups.

B. The Contractor’s invoice shall contain an itemized cost break down (parts and labor hours). The Contractor shall attach a copy of; approved call order, Airports Authority’s CMMS work order, Contractor’s service ticket and supplier’s original invoice for the parts/materials provided.

C. The Contractor shall not invoice the Airports Authority for any work unless a call order signed by the COTR has been received or for any work described in a call order until after all the work described in the call order has been completed to the satisfaction of the COTR.

04 DEFICIENT PERFORMANCE

1. General

In the event of deficient services by the Contractor, including those subcontracted, the Contracting Officer shall have the right to exercise one of the following options:

A. The Contractor shall immediately correct such deficient item of work upon notification by the Airports Authority.

B. The Airports Authority shall correct the deficiency by using another Contractor, or by any means it deems necessary and reasonable. Direct labor and materials costs incurred by the Airports Authority for the correction of the item of nonperformance, plus a ten (10) percent overhead amount shall be deducted from payments made to the Contractor by the Airports Authority.
2. Deficiencies - Typical Examples

Services shall be considered to have been deficiently performed when, in the judgment of the Contracting Officer any one or more of the following conditions exist:

A. Work was not performed in strict accordance with the quality requirements described herein,

B. Contractor employees performing services while not uniformed as described herein.

C. Creation of unsafe and/or hazardous conditions on the job site by the Contractor or its employees.

D. Work not performed within the time period specified by the Airports Authority.

E. Work was not completed in full as requested by the Airports Authority.

F. Failure to provide qualified and adequately trained personnel on the job site.

G. Loss of keys provided to the Contractor by the Airports Authority.

H. Failure to provide the Airports Authority required documentation and records.
SECTION XIV - APPENDICES

APPENDIX A - SITE PLAN

APPENDIX B – PERFORMANCE STANDARDS

APPENDIX C - TERMINAL INTERIOR MAN LIFTS (AIRPORTS AUTHORITY PROVIDED)

APPENDIX D - ARTWORK AND LOCATIONS

APPENDIX E – GLASS AND PAINTED ALUMINUM CURTAIN WALL ELEVATIONS

APPENDIX F – MWAA CONTRACT SERVICE CALL ORDER FORM

APPENDIX G – BUS SHELTERS
APPENDIX A

SITE PLAN
APPENDIX B

PERFORMANCE STANDARDS
PERFORMANCE STANDARDS, CLEANING METHODS AND QUALITY

GENERAL

A. The Contractor shall comply with all the following materials, methods, and quality to fulfill the requirements of the Contract.

B. All surfaces will be cleaned with a solution that is specifically manufactured for cleaning windows and painted aluminum panels. Painted aluminum curtain wall systems and air handlers must be cleaned with a soft bristle brush and their appearance shall be clean upon completion.

C. All surfaces shall be cleaned manually using a squeegee, (glass surfaces only), cloth and/or brush containing cleaning solution. Cleaning solutions and methods of cleaning shall not be harmful to either the surfaces being cleaned or the surrounding surfaces. All surfaces, trim, louvers, edges, frames, etc. shall be free from dirt, smudges, grime water marks and streaks, insects and bird nests and shall be wiped clean and dried. All damage, drips, spills, splashes and the like on surrounding surfaces which result from the cleaning process shall be immediately cleaned up (before the Contractor leaves the job site each day).

Cleaning Methods

A. Removal of Construction Soils

1) Construction soils, including paint, concrete or mortar, etc., should be removed using procedures (approved by the COTR) that will minimize damage to the surfaces being cleaned. The exact procedure for cleaning will vary depending on the he nature and degree of soil. Try to restrict cleaning to mild weather. Cleaning should be done on the he shaded side of the building or ideally on a mold, cloudy day. Method of cleaning, type of cleaner, etc., of one component or the building must be used with consideration for other components such as glass, sealants, painted surfaces, etc.

2) Concrete spillage that has dried on the painted surface may become quite stubborn to remove. Special cleaners and/or vigorous rubbing with non-abrasive brushes or plastic scrapers may be necessary.

3) Diluted solutions of Muriatic Acid (Under 10 percent) may be effective in removing dried concrete stains, however, a test area should be tried first. Proper handling precautions must be exercised for safety reasons. Also, effective proprietary cleaners for concrete and mortar staining are available.

B. Removal of Surface Soil

1) Removal of surface soil may be accomplished in several ways. Some testing is recommended to determine the degree of cleaning actually necessary to accomplish the task. Ideally, an initial step of water rinse not-to-exceed 25 pounds at 5 g.p.m. from a distance of 18" from the surface from the top down is recommended prior to any cleaner application. Significant benefit is gained with some type of surface agitation. Physical rubbing of the surface with soft, brushes, sponges or cloth is also helpful.

2) The simplest procedure would be to apply to water moderate pressure (not-to-exceed 25 pounds at 5 g.p.m. from a distance of 18" from the surface) to dislodge the soil. If this does not
remove the soil, then a concurrent water spray with brushing or sponging should be tested. If soil is still adhering after drying, then a mild detergent will be necessary.

3) When a mild detergent or mild soap is necessary for removal of soil, it should be used with brushing or sponging. The washing should be done with uniform pressure. The surface must be thoroughly rinsed with clean water. It may be necessary to sponge the surface while rinsing, particularly if cleaner is permitted to dry on the surface. The rinsed surface is permitted to air dry or is wiped dry with a chamois, squeegee or lint free cloth.

4) Run down of cleaner (from any operation) to the lower portions of the building should be minimized and these areas should be rinsed as soon as and as long as necessary to lessen streaking, etc. from unavoidable run down. Lower areas should be kept wet or flooded with water. Do not allow cleaning solutions to collect on surfaces or to “puddle” on horizontal surfaces, crevices, etc. These should be flushed with water and dried. Always clean coated surfaces down from top to bottom and follow with a thorough rinsing with clean water.

5) Where a more thorough cleaning is necessary, or for stains resulting from tree sap, insecticides, etc., the finish should be washed with a sponge or soft-bristled brush and a solution of mild detergent and water (1/3 cup mild detergent per gallon of water, for example). Immediately rinse surfaces thorough with a garden hose. An adequate rinse shall be assured to cleanse the finish and also further dilute the solution so as not to harm shrubbery. It is also advisable to test your solution or cleaner on a small inconspicuous area before application to larger exposed areas.

C. Removal of Spider Webs

Remove spider webs using procedures (approved by the COTR) that will not damage surfaces being cleaned. Contractor shall ensure that all spider webs are removed on all architectural framework with particular attention to building eaves.

D. Removal of Bird Droppings

Remove bird droppings using procedures (approved by the COTR) that will not damage surfaces being cleaned. Contractor shall insure that all bird droppings are removed on all surfaces with particular attention to bird droppings concentrations at the South Concourse glass wall. The Contractor shall use procedures that meet or exceed all applicable safety regulations as they pertain to bird droppings removal and disposal.

Cleaning Solutions

A. Hot and/or Cold Detergent Solutions

A five percent solution in water of commonly used commercial and industrial detergents will not have any deleterious effect on a painted aluminum curtain wall or glass surface, or related dry gaskets or air-cured sealant. These solutions should be followed by an adequate rinse of water. Use cloth, sponges or soft bristle brush for application. Cleaning should be done on the shaded side of the building or, ideally, on a mild, cloudy day.

B. Solvents

1) Most organic solvents are flammable and/or toxic, and must be handled accordingly. Keep away from open flames, sparks or electrical motors. Use adequate ventilation, protective clothing, gloves and goggles.
2) Solvents that may be used to remove non-water soluble deposits (tar, grease, oil, paint, graffiti, etc.) from painted aluminum panels or glass surfaces include:

3) Ninety percent solution of isopropyl (rubbing) alcohol - recommended.

4) Ninety percent solution of denatured alcohol (ethanol).

**DO NOT USE ANY OF THE FOLLOWING SOLVENTS:**

(1) Methanol (wood alcohol)
(2) Petroleum Solvents (Naphtha, Mineral Spirits, Turpentine)
(3) Aromatic and Chlorinated (Xylene, Toluene)
(4) Ketones, Esters, Lacquer Thinner
(5) Methyl ethyl ketone (MEK)
(6) Methyl isobutyl ketone (MIBK)
(7) Ethyl acetate (nail polish remover)
(8) Butyl acetate
(9) Acetone/Paint Remover

5) While some of the solvents listed above are not harmful to Duranar-coated or glass surfaces they are damaging to dry gaskets and air-cured sealants.


7) It may be possible for solvents to extract materials from sealants which could stain the painted surface or could prove harmful to sealants; therefore, these possible effects must be considered. Test a small area first.

**Cleaning Precautions**

A. **Building Surroundings**

Consideration must be given to possible effects of run down on shrubbery, personnel, equipment, etc., located below. These factors may require considerations toward methods of timing. Contractor shall ensure that there are no puddles and/or slippery walkways caused from their cleaning efforts. Vacuum booms will be used to remove excess water/cleaning solution.

B. **Glass Surfaces**

Glass surfaces shall only be cleaned manually using squeegees and/or soft cloths, so as not to damage or scratch the glass. Razors may be used with the prior approval of the COTR to remove paint from glass surfaces.

C. **Painted Aluminum Curtain Wall System**

Painted Aluminum Curtain Wall System will be cleaned so as not to damage or scratch the surfaces. Painted aluminum curtain wall systems and air handlers must be cleaned with a soft bristle brush, and their appearance shall be clean upon completion.
D. **The Contractor shall not:**

1) Use excessive rubbing to clean surfaces.

2) Use strong solvents or strong cleaner concentrations that can cause damage to either surfaces being cleaned or the surrounding surfaces.

3) Use cleaners and/or solvents that contain abrasives on painted surfaces.

4) Use abrasive materials such as steel wool, abrasive brushes, etc.

5) Use methods that cause drips and splashes.

6) Perform any cleaning during periods of temperature extremes. Heat accelerates chemical reactions and may evaporate water from solution. Extremely low temperature may give poor cleaning effects. Cleaning under adverse conditions may result in streaking or staining. Ideally, cleaning should be done in shade at moderate temperature.

7) Scour painted surfaces.

8) Use paint removers, aggressive alkaline, acid or abrasive cleaners. Do not use trisodium phosphate or highly alkaline or highly acid cleaners. Always do a test surface.

E. **The Contractor shall:**

1) Follow manufacturers’ recommendations for mixing and diluting cleaners.

2) To prevent marring, make sure cleaning sponges, cloths, etc., are grit free. Assure that surrounding surfaces are not damaged to cleaning efforts.

**Quality and Inspection**

A. **Quality**

All surfaces shall be clean (see Definitions) and dry. No damage shall have been caused to the artwork or the surroundings as a result of the Contractor fulfilling the requirements of the Contract.

B. **Inspection**

The Contractor shall assure that the desired effect is being obtained with the use of set procedures. Inspection should commence early in the cleaning procedures and continue throughout the duration of the cleaning task.
APPENDIX C

TERMINAL INTERIOR MAN LIFTS (AIRPORTS AUTHORITY PROVIDED)
### DENKA 75FT-ATRIUM BOOM LIFT (2 each)

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Height</td>
<td>75 FEET</td>
</tr>
<tr>
<td>Stowed Width</td>
<td>2 FEET 11 INCHES</td>
</tr>
<tr>
<td>Stowed Length</td>
<td>6 FEET 6 INCHES</td>
</tr>
<tr>
<td>Weight</td>
<td>5,300 LBS.</td>
</tr>
<tr>
<td>Boom/Lift</td>
<td>ELECTRIC</td>
</tr>
<tr>
<td>Movement</td>
<td>TOW/PUSH</td>
</tr>
</tbody>
</table>

### GROVE 3146E SCISSOR TYPE PLATFORM LIFT (2 each)

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Height</td>
<td>32 FEET</td>
</tr>
<tr>
<td>Stowed Width</td>
<td>46 INCHES</td>
</tr>
<tr>
<td>Stowed Height</td>
<td>78 INCHES WITH RAILS DOWN</td>
</tr>
<tr>
<td>Stowed Length</td>
<td>99 INCHES</td>
</tr>
<tr>
<td>Weight</td>
<td>4,220 LBS.</td>
</tr>
<tr>
<td>Power</td>
<td>ELECTRIC</td>
</tr>
<tr>
<td>Movement</td>
<td>SELF-PROPELLED</td>
</tr>
</tbody>
</table>

### SNORKEL MHP-33 BOOM LIFT (2 each)

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Height</td>
<td>40 FEET</td>
</tr>
<tr>
<td>Stowed Width</td>
<td>4 FEET 11 INCHES</td>
</tr>
<tr>
<td>Stowed Height</td>
<td>6 FEET 6 INCHES</td>
</tr>
<tr>
<td>Stowed Length</td>
<td>18 FEET</td>
</tr>
<tr>
<td>Weight</td>
<td>2,557 LBS</td>
</tr>
<tr>
<td>Power</td>
<td>ELECTRIC</td>
</tr>
<tr>
<td>Movement</td>
<td>TOW OR PUSH</td>
</tr>
</tbody>
</table>
APPENDIX D

ARTWORK AND LOCATIONS
TERMINALS B/ C ARTWORK LOCATIONS

GLASS FRIEZE: (North)
Location: East Wall of the Main Concourse Level
Description: A decorative glass frieze 2'-0" in height running in length of the Air side wall in the Main Concourse. This glass is fabricated inside of typical insulated glass units each measuring 2'x8'. These are then installed in the curtain wall system in place of the standard glass units, forming the frieze.

GLASS FRIEZE: (South)
Location: East Wall of Main Concourse
Description: A decorative glass frieze 2'-0" in height running the length of the Air side wall in the Main Concourse. This glass is fabricated of typical insulated glass units, each measuring 2'x8'. These are then installed in the curtain wall system in place of the standard glass units, forming the frieze.

FLOOR MEDALLIONS
Location: There are 10 floor medallions placed along the floor of the Main Concourse Level in Terminals B and C.
Description: These medallions are circular, 18'-0" in diameter. Eight of these are fabricated in marble and glass mosaic, one is fabricated in poured in place terrazzo with cast bronze inserts, and one is fabricated in cut stone.

PORCELAIN BALUSTRADE PANELS
Location: There are 10 porcelain balustrade panel installations along the length of the Ticket Level Balustrade in the Main Concourse.
Description: Each artist’s porcelain balustrade panel installation consists of 3 double sided panels. Each panel consists of two 16 gauge steel panels which are laminated to either side of a sheet of structural aluminum. The artist’s images are fired, in porcelain, onto the 16 gauge steel. These panels are then glazed into the Ticket Level balustrade in place of the standard perforated metal panels in each location.
BOW FRONT BALUSTRADE INSTALLATION
Location: Ticket Level Balcony
Description: A sculptural balustrade installation consisting of a painted steel cage/frame construction within which are welded a series of cast bronze “elements of Americana” and a series of copper letters spelling out several verses of a poem by Walt Whitman.

SOUTH WALL TRELLIS INSTALLATION
Location: The South Wall of the Ticketing Level Concourse
Description: The trellis installation substantially blocks access to the glass of the curtain wall from a level approximately 10'-0" above the floor of the Ticketing Level Concourse. Above this point, every panel of the tracery is attached to 2'x8' operable aluminum frame which swings open. Each panel is equipped with 3 latches which normally hold it closed, and an integrated stand which can be used to hold it in the open position while the glass is being cleaned. Each panel must be opened, the glass behind cleaned, and then gently latched closed. This cleaning will have to be accomplished from a mobile lift on the Ticketing Level Concourse.

METRO-BRIDGE MURALS
Location: There are four wall mural installations in Terminals B and C. Two are located at the baggage wells for the North Metro-Bridge and two are located at the baggage wells for the South Metro-Bridge.
Description: Each Mural installation is made up of nine panels, each measuring approximately 2'x8', simulating the penalization of the standard high impact wall panels found throughout the Terminal. These panels are organized in a 3x3 grid, forming an overall mural which measures 6'X24". The panels are mounted flush with the surrounding wall panels.

SCREEN WALL INSTALLATION
Location: The East Face of the Service Corridor Bridge on the Concourse Level at the Center Well.
APPENDIX E

GLASS AND PAINTED ALUMINUM CURTAIN WALL ELEVATIONS
<table>
<thead>
<tr>
<th>SURFACES</th>
<th>AREA (S.F.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSIDE &amp; OUTSIDE</td>
<td>13.338</td>
</tr>
<tr>
<td>OUTSIDE ONLY</td>
<td>0</td>
</tr>
<tr>
<td>INSIDE ONLY</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13.338</strong></td>
</tr>
</tbody>
</table>

**WINDOW CLEANING LEGEND:**
- ☑ INSIDE & OUTSIDE SURFACES
- ☑ OUTSIDE SURFACES ONLY
# APPENDIX F

## MWAA CONTRACT SERVICE CALL ORDER FORM

### Contract Services Call Order

**Prepared by:**

**Date Prepared:**

**Type of Work:**

**Requested By:**

**Contractor:**

**Contract Number**

**Address:**

**Contractor POC:**

**Office Telephone:**

**Emergency Phone**

**Contractor Fax:**

<table>
<thead>
<tr>
<th>WO #</th>
<th>Account Code: <strong>10.2261.</strong><em>.</em>*<strong>.00002.82.000.00</strong> (COTR to fill in as appropriate)</th>
</tr>
</thead>
</table>

**Location (Name, [Account Code]) and Description of Work**

**Description of work to be performed:**

### Work Estimates

**Estimate Date:**

**Site Vist Date:**

**MWAA Estimator:**

**Contractor Estimator:**

<table>
<thead>
<tr>
<th>Work Item(s):</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Total Units</th>
<th>Total Cost:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Estimated Cost:**

|$0.00 |

### APPROVALS / ACCEPTANCE OF TASK

**NOTE:** By signing this Call Order, the Contractor acknowledges that he/she will only perform the work described herein after this Call Order is approved in writing up to $10,000.00 by the COTR. Service Call Orders exceeding $10,000.00 require both the COTR and CO's signatures. Furthermore, the cost to the Authority for this work shall not exceed the "Estimated Cost" noted above.

<table>
<thead>
<tr>
<th>Call Order #</th>
<th>Date Issued:</th>
<th>Date Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COTR:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contracting Officer Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CO:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8/21/2017
APPENDIX G

BUS SHELTERS