

# Metropolitan Airports Commission



## Management and Operations Committee

Special Meeting Agenda

Monday, May 17, 2010

11:30 am

**m**sp  
[mspairport.com](http://mspairport.com)

[www.mspairport.com](http://www.mspairport.com)

# SEE ATTACHED INFORMATION REGARDING SECURITY CHECKPOINT INFORMATION

## MANAGEMENT AND OPERATIONS COMMITTEE

Mike Landy, Chair  
Andy Westerberg, Vice Chair  
Pat Harris  
Jack Lanners, Commission Chair  
Bert McKasy, FD&E Chair  
Don Monaco  
Paul Rehkamp  
Sherry Stenerson  
Daniel Boivin, HR&AA Chair

## METROPOLITAN AIRPORTS COMMISSION NOTICE OF **SPECIAL MEETING** **MANAGEMENT & OPERATIONS COMMITTEE**

**Monday, May 17, 2010 - 11:30 a.m.**  
**Room 3048A, Lindbergh Terminal**  
**Wold-Chamberlain Field**  
**Minneapolis-St. Paul International Airport**

## AGENDA

### OPEN FORUM

The open forum is a portion of the Commission meeting where persons will be allowed to address the Commission on subjects which are not a part of the meeting agenda. Speakers are asked to limit their remarks to two minutes each. Persons wishing to speak must complete a sign-up card prior to the start of the meeting. The sign-up card should be given to any staff person. The Commission may take action or reply at the time of the statement of may give direction to staff at the end of the meeting regarding investigation of the concerns expressed.

### CONSENT

1. REQUEST AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR JANITORIAL AND WINDOW CLEANING SERVICES.  
Phil Burke, Assistant Director of MSP Operations/Facilities
2. RECOMMENDATION RE: TERMINAL 1-LINDBERGH AND TERMINAL 2-HUMPHREY TRASH AND RECYCLING RECEPTACLES PURCHASE  
Phil Burke, Assistant Director of MSP Operations/Facilities

Materials for this meeting are available at the following website:  
<http://www.metroairports.org/mac/meetings/default.aspx>

## **SECURITY CHECKPOINT INFORMATION**

Stop by the information booth near the tram station on the Tram Level. At the information booth, you will be asked to complete a security checkpoint access form and show valid, government-issued photo identification, such as a driver's license. Take your completed access form with you up two floors, to the Ticketing Level security checkpoints. Show your approved access form to security checkpoint personnel. You will then be screened just as if you were traveling. Access forms are only valid for the purpose of attending a public MAC meeting at a particular date and time.

Commission Chambers are located on the Mezzanine Level overlooking the airport's central shopping area (above Chili's Restaurant), past the main security checkpoints.

Allow yourself at least 30 minutes to park, complete the access form and get through the security checkpoint prior to the meeting.

**Parking in the following areas will be validated; please bring your parking ticket to the meeting.**

### **Directions to the Tram Level Information Booth**

**From short-term parking:** At the Lindbergh Terminal entrance, take the escalator or elevator down to Tram Level. The information booth is straight ahead, in the center of the room.

**From general parking:** If you park in the **Blue or Red** ramps, take the elevator down to the tram, which will transport you directly to the Lindbergh Terminal's Tram Level. When you exit the tram, the information booth is straight ahead, in the center of the room. If you park in the **Green or Gold** ramps, take the skyway to the Lindbergh Terminal's Mezzanine Level. From there, take an elevator or escalator to Tram Level. The information booth is straight ahead, in the center of the room.

# MEMORANDUM

ITEM 1

**TO:** Management & Operations Committee

**FROM:** Phil Burke, Assistant Director of MSP Operations/Facilities, (726-5525)

**SUBJECT:** **REQUEST AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CLEANING SERVICES**

**DATE:** April 21, 2010

## BACKGROUND

The current cleaning services contract with ABM will expire on March 31, 2011. The contract originally commenced on April 1, 2005, following a comprehensive Request for Proposals (RFP) process. The Commission subsequently approved two separate two-year contract renewals .

ABM has been the janitorial and window cleaning contractor for MSP since 1997. A main component of the firm's duties over that time has been to respond to the daily challenges inherent in the airport cleaning and maintenance environment. To assist in those efforts, MAC staff and ABM utilize a cleaning matrix. The matrix details place, time, manner, frequency and cost of cleaning and maintenance associated with more than 2000 documented line items.

One of the additions to ABM's original scope of services relates to components of the Maintenance Consortium that was created to address maintenance, cleaning, and distribution services associated with concessions tenants. ABM provides trash removal, recycling, and grease collection services for the Consortium members and also manages the grease removal and maintenance contract for MAC.

ABM utilizes Targeted Group Business (TGB) vendors to provide janitorial services at the MAC General Office, Field Maintenance, Trades, Navy, and Air Cargo buildings, as well as for a portion of janitorial work at the Lindbergh Terminal. Additionally, TGB vendors provide glass cleaning at the terminals and other MAC buildings.

ABM also partners with LifeWorks and Opportunity Partners. LifeWorks and Opportunity Partners provide job opportunities to individuals with disabilities and, along with ABM, have identified numerous job functions where individuals thrive at the airport.

## PROPOSAL

To ensure a seamless transition process, the planning for a new RFP should begin immediately. Staff requests authority to issue a Request for Proposals for janitorial and window cleaning services. Staff also recommends a two year term with two, two-year renewal options.

## COMMITTEE ACTION REQUESTED:

THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND THAT THE FULL COMMISSION AUTHORIZE STAFF TO ISSUE A REQUEST FOR PROPOSALS FOR JANITORIAL AND WINDOW CLEANING SERVICES WITH A TWO YEAR TERM AND TWO, TWO-YEAR RENEWAL OPTIONS AND THAT THE COMMISSION AUTHORIZE THE EXECUTIVE DIRECTOR OR HIS DESIGNATED REPRESENTATIVE TO EXECUTE THE NECESSARY DOCUMENTS

# MEMORANDUM

ITEM 2

**TO:** Management & Operations Committee

**FROM:** Phil Burke, Assistant Director of MSP Operations/Facilities, (726-5525)  
JoAnn Brown, Buyer, (726-8146)

**SUBJECT: TRASH AND RECYLING RECEPTACLES PURCHASE**

**DATE:** April 21, 2010

In December 2009, the Commission approved the 2010 capital equipment list, which included trash and recycling receptacles for Terminal 1-Lindbergh and Terminal 2-Humphrey.

The 2010 capital equipment list for trash and recycling receptacles represents the final year of a three-year effort to replace all receptacles in both terminals due to normal wear and tear.

The receptacles placed in years one and two of the effort have proven to be durable and to complement the terminal surroundings. Therefore, Staff requests authorization for 224 receptacles which should completely outfit both terminals.

The approved amount in the 2010 capital equipment list was \$112,000 for trash and recycling receptacles. The cost for 112 recycling receptacles and 112 trash receptacles is \$111,769.88 or \$499/unit.

## COMMITTEE ACTION REQUESTED

THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION APPROVAL TO PURCHASE TRASH AND RECYCLING RECEPTACLES FOR TERMINAL 1-LINDBERGH AND TERMINAL 2-HUMPHREY IN THE AMOUNT OF \$111,769.88; AND THAT THE EXECUTIVE DIRECTOR OR HIS DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.