

**MECA TRI-PARK COMPLEX, LLC  
REQUEST FOR PROPOSAL RF26001  
CUSTODIAL SERVICES FOR THE RIVERFRONT  
MARCH 31, 2026**

**PART I - INTRODUCTION**

The MECA Tri-Park Complex, LLC (“MECA Tri-Park”) is requesting proposals from qualified organizations interested in performing all services to provide custodial services for MECA Tri-Park managed Facilities. These Facilities currently include Gene Leahy Mall, Heartland of America Park and Lewis & Clark Landing collectively “The RiverFront.” MECA Tri-Park is responsible for managing the operations of The RiverFront. The Custodial Services Provider (“CSP”) will provide staffing and Supervisor assistance for outdoor restrooms and grounds, office cleaning, and event related cleaning.

The RiverFront is in downtown Omaha, NE. The RiverFront contains more than 72 acres of park space spanning from 13<sup>th</sup> Street between Douglas and Farnam Streets to the Missouri River’s edge and North along Riverfront Drive.

**1. Anticipated RFP Schedule**

This Request for Proposal (“RFP”) and the guidelines set forth for responses hereto are intended to provide MECA Tri-Park with significant substantive information early in the negotiating process so that final agreement can be reached quickly. MECA Tri-Park has therefore established the following schedule:

RFP Issued	March 31, 2026
* MANDATORY Pre-bid Meeting	April 7, 2026, 2:00 pm CDT
Final Questions	April 10, 2026, 2:00 pm CDT
Due/Public Opening	April 14, 2026, 2:00 pm CDT

\* This is a mandatory pre-bid meeting. All Bidders who may wish to provide a Proposal must be present at this meeting. Bidders must notify MECA Tri-Park at [cwohlers@omahameca.com](mailto:cwohlers@omahameca.com) of their intention to attend this meeting no later than (date and time of pre-bid meeting).

**2. Bidder Inquiries**

All inquiries regarding this RFP must be made in writing and addressed to [cwohlers@omahameca.com](mailto:cwohlers@omahameca.com). Oral explanations or answers shall not be valid. Revisions, clarifications, and/or additional information will be issued to all Bidders in the form of an RFP addendum. All or any RFP addenda issued to the Bidders prior to the bid due date shall become a part of the bidding documents and the cost of such work shall be included in the bids.

**3. Delivery of Proposals**

Two printed copies and one electronic copy of proposals must be submitted and signed by an officer of the company, and delivered before the time set forth in Section 1 to MECA Tri-Park’s offices:

MECA Tri-Park  
RE: Custodial Services for The RiverFront  
455 N 10<sup>th</sup> St.  
Omaha, NE 68102

All proposals received will be publicly opened at MECA Tri-Park's offices at the time set forth in Section 1. Bidders may attend; however, attendance is not required. MECA Tri-Park reserves the right to accept or reject late proposals or to extend the time for response for one or more respondents. If sending a bid electronically, email to: [rfp@omahameca.com](mailto:rfp@omahameca.com).

#### **4. Criteria for Evaluation of Proposals**

##### **4.1 Evaluation of Compliance with RFP Guidelines**

Each proposal received will be evaluated to determine whether it generally supplies the information requested in this RFP. MECA Tri-Park may (at its sole discretion) disqualify any proposal, which it deems non-compliant. All proposals shall be valid for acceptance for a period of ninety (90) calendar days.

##### **4.2 Evaluation of Proposals**

Proposals will be evaluated based on the following criteria: (a) the company profile, background, experience, and references of the proposing party; (b) service and support; (c) ability to agree to the requested contractual terms and conditions; and (d) financial considerations. Other criteria may be considered by MECA Tri-Park based on the nature of the proposals received.

##### **4.3 Selection of Respondents**

Based on the foregoing criteria, MECA Tri-Park will select one or more entities for further negotiations. It is possible that based on the responses, MECA Tri-Park will elect to negotiate with more than one respondent. In such event, all selected entities will be informed that others have also been selected for negotiation, although MECA Tri-Park reserves the right to not disclose the identity of the other selected respondents.

MECA Tri-Park will notify the successful Bidder of the acceptance of its proposal. Such notice will be sent to the name and email address of the Bidder as stated in its proposal.

##### **4.4 Reservations**

MECA Tri-Park reserves the unqualified right to reject any or all proposals, extend the time for receipt of proposals from all Bidders, waive defects or technicalities, correct discrepancies, advertise for new proposals, or to take any other action that MECA Tri-Park determines, at its sole discretion, to be in its best interest. MECA Tri-Park reserves the right to award the contract to other than the low bidder. Any such determinations or actions may be made without notice. All costs of preparation and submission of a proposal shall be at the risk and expense of the respondent. MECA Tri-Park shall have no liability in connection with a proposal or any respondent.

##### **4.5 Proposals**

All bids and proposals submitted by the various Bidders for this work become the property of MECA Tri-Park. Neither MECA Tri-Park nor the Bidders shall disclose the contents of any proposal to the other parties prior to the announcement of the award.

## 5. Contractual Terms and Conditions

Review and provide a detailed response whether the following contractual terms and conditions are agreeable. The Bidder's Proposal shall specifically note any requested modifications to this section, which MECA Tri-Park may take into consideration during the review process, at MECA Tri-Park's discretion.

### 5.1 Service Agreement and Payment

The Successful Bidder will be required to execute a MECA Tri-Park Service Agreement prior to performing any portion of work required within the specifications of this RFP. A sample of MECA Tri-Park's Service Agreement is available upon request.

Payment Terms will be Net 30 days from installation and acceptance by MECA Tri-Park.

### 5.2 Term

The initial term of the agreement shall be twelve (12) months, beginning June 1, 2026. The Agreement will provide MECA Tri-Park the option to extend the Agreement for two (2) additional twenty-four (24) month periods. Charge rates will be renegotiated at each renewal. Any price increase for each renewal term shall be no more than the Consumer Price Index average of the twelve-month period ending May 31 of the prior calendar year. [Consumer Price Index, All Urban Consumers (CPI-U), not seasonally adjusted, U.S. City Average, Published by the United States Department of Labor, Bureau of Labor Statistics (1982-84=100)]. MECA Tri-Park must approve all increases.

### 5.3 Termination

The Agreement is terminable by MECA Tri-Park upon minimum ninety (90) days written notice, without penalty or cause, at any time after the first year of the Agreement.

### 5.4 Insurance

The successful Bidder must provide evidence of the following types of insurance during the term of the Agreement. For the avoidance of doubt, such coverage and limits are minimum requirements and shall not be deemed as a limitation on vendor's liability under any provision of any agreement. Approval of the insurance by MECA Tri-Park shall not relieve or decrease the liability of the vendor hereunder. Note any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to an additional insured.

Commercial General Liability Insurance (including premises operation liability, contractual liability and product/completed operations liability) and Automobile Liability coverage (owned, non-owned and hired coverages) with minimum limits of \$1,000,000 Combined Single Limit (Auto Liability), and \$1,000,000 Per Occurrence, and \$2,000,000 General Aggregate. Commercial General Liability aggregate limit will apply on a "per location" basis. The insurance must protect the Bidder and MECA Tri-Park from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of the Bidder's services hereunder or from or out of any negligent act or omission of the Bidder, its officers, directors, agents, or employees.

Workers' Compensation Insurance as required by applicable law. Policy shall be endorsed to include Waiver of Subrogation against MECA Tri-Park, the City of Omaha, their employees, officers and legal representatives.

Employer's Liability Insurance with minimum limits of:

\$500,000 Each Accident—Bodily Injury by Accident

\$1,000,000 Policy Limit—Bodily Injury by Disease

\$500,000 Each Employee—Bodily Injury by Disease

Umbrella or Excess Liability: additional \$5,000,000. Coverage is to apply to excess of Commercial General, Employer's Liability, and Automobile Liability policies.

All such insurance required above shall be with companies and on forms acceptable to MECA Tri-Park and shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to MECA Tri-Park. All insurance shall be primary and not contributory. All insurance shall be written by companies with a Best's Key Rating Guide (Property-Casualty, United States) rating of A or better and a Best's Financial Size Category of Class VI or better. Within thirty (30) days of the date on which coverage is to be provided hereunder, the successful Bidder shall furnish to MECA Tri-Park certificates of insurance (or copies of policies, if required by MECA Tri-Park). Such certificates and insurance policies shall name MECA Tri-Park and the City of Omaha as additional insureds and contain a waiver of subrogation, in which the insurer waives any claim or right to recover against MECA Tri-Park, the City of Omaha, their officers, agents or employees. The additional insured requirement does not apply to Workers' Compensation.

#### 5.5 Indemnification

Bidder does hereby covenant and agree to indemnify, defend and hold harmless MECA Tri-Park, and the City of Omaha, their officers, directors, employees, agents and representatives, from and against all claims, demands, losses, suits, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of or relating to any claim, demand or judgment for property loss or damage (including loss of use of The RiverFront), and/or personal injury, including death, arising out of the Products and Services furnished hereunder by Bidder and Bidder's Personnel except to the extent same is caused by the negligence or reckless conduct of MECA Tri-Park or its employees or agents.

MECA Tri-Park is not responsible for any equipment, furnishings, supplies or other property or products owned by Bidder and used or stored at The RiverFront, nor is it responsible for damage resulting from power failure, flood, fire, explosion or other similar causes.

The provisions requiring the furnishing of personal injury liability or property damage liability insurance shall not be construed to affect or impair the generality of the forgoing.

The successful Bidder shall represent and warrant in the contract that the components of this RFP to be purchased for The RiverFront shall not violate or infringe upon any patent, copyright, trademark, trade secret or other intellectual or proprietary right of any third party.

The Bidder shall agree to defend, protect and hold harmless MECA Tri-Park and its related parties from and against any and all liabilities, actions, losses, awards, damages, costs, claims or expenses including reasonable attorneys' fees incurred by them as a result of any claim that the components of this RFP to be purchased for The RiverFront are illegal or infringe upon any third party patent, copyright, trademark, trade secret or other intellectual or proprietary right.

5.6 RFP and Bidder's Proposal

This RFP and Bidder's proposal thereto shall become part of any contract that may be entered as a result of this RFP.

5.7 Conduct of Personnel

No business, other than that specifically outlined in the RFP, may be conducted by personnel of the Bidder while on the premises of The RiverFront.

The Bidder shall be responsible for all actions of its employees, while they are assigned to The RiverFront. The employees shall at all times comply with applicable laws, ordinances, and regulations of local, state, and federal agencies, along with all regulations, policies, and procedures of MECA Tri-Park.

Bidder certifies and agrees that, with respect to its staff and employees who will participate in the performance of this Agreement, the Bidder shall maintain a workplace free of drugs and alcohol during the term of this contract.

If, for whatever reason, MECA Tri-Park determines that personnel assigned to The RiverFront are unsatisfactory, the Bidder shall replace the individual immediately or as mutually agreed upon.

5.8 Sales Tax

All federal, state and local taxes, including without limitation sales, use, excise, privilege, transactional, gross receipts, ad valorem or any other transactional tax or customs and duties ("Tax" or "Taxes") paid or payable by Bidder, however designated, levied or based on amounts payable to Bidder under or in connection with the RFP have been included in the pricing set forth on Attachment A – Proposal Form as required by the relative taxing authorities.

MECA Tri-Park is a sales taxable entity and as such, Bidder warrants that sales tax is included in the price provided on Attachment A – Proposal Form. Notwithstanding anything in the Agreement to the contrary, the successful Bidder shall indemnify and defend MECA Tri-Park for any sales tax audit assessment against MECA Tri-Park relating to the amount of Nebraska sales tax charged under this Agreement.

## **PART II - SCOPE OF SERVICE**

It is the intention of this RFP to receive Proposals to provide various Custodial Services daily, 7 days a week, and before, during, and after events at The RiverFront. Also included in this RFP is nightly (M-F) cleaning of administrative offices at The RiverFront used daily by MECA Tri-Park

staff. CSP will provide all guests and employees of MECA Tri-Park a clean and safe (as it relates to housekeeping) environment while open to the public and prior to, during, and after events.

### **General Description of Service Required**

The Successful Bidder shall provide a Supervisor and staff at MECA Tri-Park's requested staffing levels for custodial services during business hours, cleaning before, during, and after specified events, and in the Administrative Office at The RiverFront, except when MECA Tri-Park may provide staff, at its sole discretion. Unless otherwise directed by MECA Tri-Park, for general cleaning, the minimum staffing level for routine custodial services shall be four (4) staff members and may increase to six (6) staff members depending on operational needs, events, or seasonal demands.

The RiverFront hosts approximately twenty (20) events annually requiring custodial support from CSP staff. These events vary in size and attendance and may include festivals, concerts, community events, and seasonal programming across the parks.

The CSP's staff will report to the onsite Supervisor and manage the work of daily cleaning operations as well as event related cleaning. Supervisors are to be on the premises when cleaning services are performed to ensure that work is being completed to MECA Tri-Park's satisfaction.

Bidders may propose an alternate staffing structure in their bids but must prove that their proposed staffing structure is superior.

MECA Tri-Park, at its sole discretion, shall set actual scheduling of CSP's operations. Scheduling levels shall be based upon evaluation of actual and/or anticipated needs on a daily or per-event basis, including adjustments required due to weather conditions, weather forecasts, or other environmental factors that may impact operations, safety or park visitorship.

If at any time the CSP requires or recommends an adjustment in daily or event related staffing, the CSP Supervisor shall notify the designated MECA Tri-Park staff of this potential change prior to bringing the labor on-site. Due to the type of event, the public, and/or weather conditions, these potential adjustments will be reviewed and approved or declined prior to the event taking place. Detailed notes shall be identified on the daily summary sheets for tracking hours and comparing actual hours to budgeted hours.

### **Scope, Quality of Work Guarantee**

The CSP shall furnish all labor, personnel, and facilities necessary to perform and complete the work called for in the specifications, or other instructions attached to, or referred to, except as may be otherwise specified.

Personnel skilled and licensed when required in their respective trades shall perform all work and service in a professional manner.

CSP's employees are to be considered employees of the contractor and not of MECA Tri-Park. Bidder shall comply with all federal, state, and local tax requirements and government regulations.

CSP shall complete its work in such a way as to cause the least possible disruption to the operation of The RiverFront.

CSP will be responsible for any damage to equipment or property of the Facilities related to CSP's performance of its work. This damage shall be reported by the CSP within 24 hours of occurrence. The damage will be assessed, and repair costs will be submitted to the CSP and deducted from monthly invoices.

Upon completion of services, CSP must place all waste and debris related to its maintenance in dumpsters provided by MECA Tri-Park. Designated waste and debris disposal locations will be identified in locations within each park that are easily accessed by the CSP.

The CSP is required to assist MECA Tri-Park in properly sorting and disposing of recyclable materials when needed.

The intent of MECA Tri-Park is to sign a contract with one CSP with pricing and scheduling focused on an hourly use/schedule. MECA Tri-Park will remit, from Vendor-submitted invoices, which will include a breakout of the hours worked plus a monthly management fee to cover administrative expenses.

### **Specific Quality and Service Requirements**

The specific scope of responsibilities for each component is broken out by General Area Cleaning, Event Cleaning, Specialty/Project Cleaning and Nightly Office Cleaning.

#### **Services Type A: General Area Cleaning:**

Provide staff and supervisors for general day-to-day (7 days per week) to clean and maintain public restroom buildings and family restrooms at The RiverFront. This service shall include other cleaning services on a weekly, monthly, quarterly, semi-annual and annual basis. This staff shall include enough female employees to clean women's restrooms and enough male employees to clean men's restrooms. General cleaning to include, but not limited to:

- **Cleaning of Restrooms (Daily, plus before, during and after events):**
  - Public and Family Rooms
  - Clean and sanitize toilet seats, bowls, and urinals
  - Clean and sanitize doors and door handles
  - Clean and sanitize flush handles and faucets
  - Clean and sanitize sinks and counter tops
  - Clean and sanitize baby changing areas/stations
  - Clean and sanitize paper towel dispensers
  - Refill soap, paper towel dispensers and toilet paper dispensers
  - Mirrors
  - Clean sanitary disposal bins and replace bags if necessary
  - Wipe down and empty trash cans, install new liner
  - Sweep and mop floors, under stools, sinks and urinals
  - Wipe down grab bars
  - Wipe down entrance and stall doors
  - Clean partitions
  - Replace air freshener as needed
  - Power scrub restroom floor weekly
  - Clean restroom walls, from ceiling to floor monthly
  - Detail clean restrooms, including faucets, flush handles, fixtures, etc. monthly
  - High dusting or wiping vents in restrooms when needed

- Cleaning of Drinking Fountains:
  - Basin, sides, bubbler, and push bar/paddles
  - Wall surrounding drinking fountain
  - Floor under drinking fountain
  
- Cleaning of Trash Cans and BigBelly Units:

*MECA Tri-Park has BigBelly units on site which are compacting trash cans that are placed in high traffic areas.*

  - Clean and sanitize all BigBelly trash receptacles, including interior opening
  - Wipe down exterior surfaces
  - Concrete around trash cans and BigBelly
  - Report any damage
  
- Tables and Picnic Tables:
  - Wipe down all tables and picnic tables
  - Clean benches and surfaces free of dirt, debris, and stains
  - Clean under and around tables to remove debris and stains
  - Report any damage
  
- Chairs
  - Wipe down all chairs
  - Remove debris, dust, and stains
  - Report any damage or loose parts
  
- Light Poles
  - Wipe down and dust light poles
  - Remove cobwebs and dirt build – up
  - Remove any graffiti
  - Report any damage
  
- Ground Trash Pickup
  - Conduct walkthroughs of all parks to pick up litter and debris from lawns, pathways, playgrounds, and other public areas
  - Collect and properly dispose of all trash in designated dumpsters or receptacles
  - Ensure areas are free of debris to maintain a clean and safe environment for park visitors

**Services Type B: Event Cleaning:**

Provide staff and supervisors to clean and maintain restroom buildings at The RiverFront. Event staffing to include enough female employees to clean women’s restrooms and male employees to clean men’s restrooms during events. Event supervisor is a working supervisor, to be on site during the event and working to get the job done if CSP staff does not.

In addition, CSP staff shall maintain all event areas by removing ground trash and performing trash can and liner changes as needed to ensure a clean and safe environment for guests.

- Cleaning of Restrooms to Include:
  - Public and Family Rooms
  - Toilet seats and bowls, urinals

- Flush handles and faucets
  - Sinks and counter tops
  - Baby changing areas/stations
  - Refill soap and paper towel dispensers
  - Refill toilet paper dispensers
  - Mirrors
  - Sanitary disposal bins
  - Empty trash cans, install new liners
  - Sweep and mop floors, under stools, sinks and urinals
  - Grab bars
  - Entrance and stall doors
  - Partitions
  - Replace air freshener as needed
  - Maintain storage areas for quicker cleaning and re-stocking of restrooms
- Ground Trash
    - Conduct walkthroughs during events to pick up litter and debris from lawns, pathways, playgrounds, and other public spaces
    - Ensure trash and debris are collected frequently to maintain a clean and safe environment for guests
  - Trash Can/Liner Change
    - Monitor all trash cans and receptacles throughout the event for fullness
    - Empty trash cans and install new liners as needed
    - Ensure all receptacles remain clean during event
    - Report any damage

**Services Type C: Specialty/Project Cleaning:**

When requested, provide all necessary labor to perform additional specialty/project cleaning. This may include (but not limited to) high dusting projects throughout the restroom buildings and office areas, thorough extraction of all carpeted areas, cleaning of all glass and/or windows, remove animal droppings, power scrub restrooms, and power washing throughout all Parks, including but not limited to sidewalks, plazas, building exteriors, hardscape surfaces, and other designated areas. The work must be supervised by a person who will adhere to MECA Tri-Park's standards of cleanliness.

**Services Type D: Nightly Office Cleaning:**

Regular crew to maintain cleanliness of the administrative offices at The RiverFront during evening hours (after 5:00 pm) daily (M-F), such as cleaning of offices, conference rooms, kitchen/break room, office restrooms, lobbies and entrances and respond to requests from MECA Tri-Park. Office cleaning to include, but not limited to:

- Cleaning of Offices and Conference Rooms:
  - Administrative office of The RiverFront in the Greenhouse building including offices, cubicles, conference rooms, break room, and restrooms.
  - Vacuum carpet
  - Doors and door handles
  - Clean telephones
  - Empty trash cans, install new liners

- Dust furniture, such as tables, chairs, lamps, etc.
- Dust desktops, file cabinets, computer screens
- Dust framed certificates, artwork, etc.
- High dusting (vents, lights, etc.) monthly
- Polish furniture/fixtures (as needed)
- Clean blinds (as needed)
  
- Cleaning of Entrances and Lobbies:
  - Door glass, frames, handles, thresholds
  - High dusting that can be reached without the use of ladders or scaffolding
  - Vacuum walk off mats
  - Empty trash cans, wipe tops and sides
  
- Cleaning of Furniture/Fixtures
  - Dust plant material, remove debris from planters
  - Dust furniture
  - Empty trash cans, clean tops and sides
  - Dust TV's and mounting hardware
  
- Cleaning of Restrooms
  - Office Restrooms - (5 total – 2 men's, 2 women's and 1 family).
  - Clean and sanitize toilet seats, bowls, and urinals
  - Clean doors and door handles
  - Clean and sanitize flush handles and faucets
  - Clean and sanitize sinks and counter tops
  - Clean and sanitize baby changing areas/stations
  - Clean and sanitize paper towel dispensers
  - Refill Soap and Paper Dispensers
  - Clean Mirrors
  - Clean sanitary disposal bins and replace bags if necessary
  - Wipe down and empty trash cans, install new liner
  - Sweep and mop floors, under toilets, sinks and urinals
  - Wipe down grab bars
  - Wipe down entrance and stall doors
  - Clean partitions
  - Replace Air Freshener as needed
  - Power scrub restroom (as needed)
  - Clean restroom walls from ceiling to floor (as needed)
  - Detail clean restrooms including faucets, flush handles, fixtures, etc.
  
- Cleaning Drinking Fountains
  - Basin, Sides, Bubbler, and Push Bar/Paddles
  - Wall surrounding Drinking Fountain
  - Floor under drinking fountain
  
- Cleaning of Kitchen/Break Room
  - Clean and sanitize countertops and tables
  - Clean and sanitize sinks and faucets

- Wipe down cabinet fronts, handles, and appliance exteriors (microwave, refrigerator, coffee machine, dishwasher, etc.)
- Clean inside microwave (as needed)
- Clean inside of refrigerator (as needed)
- Empty trash and recycling containers, install new liners
- Sweep and mop floors
- Clean backsplashes and wall surfaces (as needed)

### **Equipment and Supplies**

MECA Tri-Park shall supply portable two-way radio units while on The RiverFront property to ensure proper and adequate communication between MECA Tri-Park and CSP Staff. The radios will be checked in and out daily and will be utilized only during working hours and while on The RiverFront property. The CSP is required to replace any radios due to loss or damage due to CSP negligence.

MECA Tri-Park shall provide access to required Custodial Services areas.

MECA Tri-Park shall provide all necessary, standard custodial/housekeeping equipment and supplies to adequately perform custodial duties. Additional equipment, supplies, tools, or other items that the CSP deem necessary to perform the conditions of the Agreement shall be indicated in the Bidder's Proposal. MECA Tri-Park is under no obligation to provide additional equipment, supplies, tools, or other items.

All power and handheld equipment, cleaning products, chemicals, and consumable goods will be provided by MECA Tri-Park. These items are for sole use on The RiverFront property. It shall be the responsibility of MECA Tri-Park to maintain and repair all provided equipment as required due to normal wear and tear.

The CSP will keep and maintain an accurate and on-going inventory of all consumables. The CSP shall be responsible for ensuring the consumables inventory is always maintained and secured.

MECA Tri-Park will supply all disposable custodial materials required for operations at The RiverFront, including but not limited to, toilet paper, paper towels, hand soap, trash liners, and other restroom consumables.

CSP shall be responsible for managing and maintaining inventory levels within all janitorial closets and storage areas located throughout the park system. CSP staff shall monitor supply levels regularly and ensure that all restroom facilities and custodial stations remain adequately stocked during daily operations and events.

CSP shall maintain an organized inventory system for all supplied materials and provide MECA Tri-Park with a list of required restocking items as needed. This inventory list shall be communicated in a timely manner to allow MECA Tri-Park to replenish supplies and avoid shortages.

CSP staff are also responsible for ensuring that all janitorial closets remain clean, organized, and properly secured, with supplies stored in a safe and orderly manner.

Repair/maintenance logs and inventory sheets will be provided to MECA Tri-Park on a regular basis.

### **Uniforms**

The CSP shall ensure that all their employees wear neat, clean and proper uniforms always while working at The RiverFront, including all events. All uniforms must always display the CSP company logo. The CSP shall be responsible for supplying, cleaning, and maintaining CSP staff uniforms. The type and style of the uniform shall be approved by MECA Tri-Park.

CSP must provide Personal Protection Equipment, when necessary:

- Smocks
- Shirts
- Hearing protection
- Eye protection
- Wet gear
- Rubber boots
- Face masks

CSP employees shall prominently display, always while on the premises, MECA Tri-Park issued identification badges. These badges will always remain the property of MECA Tri-Park and must be surrendered upon request.

### **Parking:**

Meca Tri-Park does not provide parking for CSP employees.

### **Provided by MECA Tri-Park**

MECA Tri-Park shall provide the CSP the following:

- Secure storage space, as may be available, for any equipment provided by MECA Tri-Park or the CSP. The CSP will acquire no permanent rights to these spaces and will be required to keep them, and all areas utilized by the CSP, stocked and in a neat, clean, safe, and sanitary condition.
- Office area equipped with a desk, filing cabinet and desk phone. Landline telephone and Internet service for communication to and from the Facility for the purpose of providing the contracted services. CSP to provide computer(s), printer(s) and or cell phones.
- Equipment and supplies as noted in Part II, Equipment and Supplies.
- Access into and about The RiverFront to those areas required for the execution of contracted services. It is understood there will be occasions when certain areas will be restricted from access by the CSP.
- An annual listing of scheduled events at The RiverFront. Updated and/or modified schedules will be provided to the CSP on a regular basis to assist in the professional execution and implementation of the Agreement. This schedule will be available to CSP upon onboarding.

- Weekly meetings are to be held between CSP's Supervisor and MECA Tri-Park to discuss upcoming events and review previous events.

### **PART III - Information to be Supplied by Bidder**

For ease of evaluation and given the fast-track that MECA Tri-Park desires to pursue to reach final agreement, MECA Tri-Park requests that each proposal submitted incorporate the same general structure. Proposals must include the following sections:

#### **1. Attachment A - Proposal Form**

Attachment A – Proposal Form, must be completed, signed and submitted as the first page of the Proposal. Proposal must include all costs associated with a complete, turn-key solution. Do not include tax on this page. Tax will be calculated with each invoice.

#### **2. Company Profile**

The Bidder should provide information about the company, including the following information:

- A. Company name, address, telephone number and contact person.
- B. Brief company history, which can be in the form of a company brochure.
- C. Financial stability (include prior two years financial statements).
- D. Client/employee growth and office locations.

#### **3. Qualifications**

Bidder shall describe in detail the Bidder's qualifications to become the Service Provider. This will include information detailing the background of each principal of the Bidder; a detailed history of the Bidder's origination, development, and current operation and an organizational chart showing departments and number of employees per department.

Bidder shall provide information concerning similar operations, including the name of the facility, location, types and quantities of annual transactions, annual revenues and expenses, and type of management arrangement. Bidder shall provide the number of years the service has been performed and the type of service performed.

Bidder shall provide organizational charts and staffing history for comparable facilities.

Please include incentive programs that have been successful at other facilities to ensure quality service at an efficient level.

#### **4. Subcontractors**

Describe the firm's planned use of temporary agency labor and the process for checking these individuals in for work at The Riverfront.

In order that MECA Tri-Park may be assured that only qualified and competent subcontractors will be retained for the service, each Bidder shall submit a list of all subcontractors that the Bidder intends to use to fulfill the services.

No change shall be made in the list of subcontractors after the receipt of proposals, unless agreed to in writing by MECA Tri-Park.

**5. References**

Bidder shall supply a list of five (5) references that you have provided similar product/service for, including names and telephone numbers of the customer's contact person. Provide a brief description of product/service for each reference listed.

**6. Resumes**

Bidder shall provide resumes or bios of key staff assigned to the project highlighting qualifications and experience. Information must include all relevant certifications and/or training.

**7. Training Standards**

Bidder shall describe in detail Training or Orientation Standards. This shall include, but not be limited to, training manuals, video presentations, site orientation, tests or quizzes, and other reference materials.

Bidder shall describe minimum accepted qualifications or standards based upon successful completion of training or orientation.

**8. Staffing**

The Successful Bidder shall provide the services of an on-site qualified Supervisor who has authority to make decisions on the CSP's behalf. This Supervisor shall be on site a minimum of 40 hours per week and available during business hours and in accordance with The RiverFront's event schedules to arrange for the initiation and coordination of the Service's operation. This Supervisor shall be the single point-of-contact for MECA Tri-Park personnel with a solid support staff to ensure an overall successful operation. This Supervisor shall review and approve daily summary sheets per event as well as general cleaning and office cleaning hours. This person should understand the budgeted labor hours for every event and post event so that notes can be identified on each summary sheet that explains overages in budgeted hours versus actual hours. Any cleaning issues will be communicated directly with this Supervisor and this Supervisor shall communicate back through the MECA Tri-Park custodial contacts. This process must be detailed and outlined in the Bid Proposal.

Bidder should address the qualifications of those individuals who will be directly involved in providing the services required within this RFP, including the on-site Supervisor as described above and other staff assigned to the project on a permanent basis.

Bidder shall provide the number of employees currently on staff and located in the Omaha metro area capable of fulfilling the requested positions.

Bidder shall describe ability to procure, train, and provide enough supervision and labor, up to required staffing levels.

**9. Reporting Forms**

Bidder shall include copies of various Reporting Forms currently in use by the Bidder. These forms shall include, but not be limited to, Daily Hours Summary Reports, Incident Reports; Accident Reports; and Payroll. Some or all these Reporting Forms may or may not be adapted for use at The RiverFront.

Bidder agrees to properly complete and submit all required Report Forms to MECA Tri-Park in a timely manner, as requested by MECA Tri-Park.

The Successful Bidder will assist MECA Tri-Park in adjustments to current and/or development of invoicing policies and procedures for the Services provided within this RFP.

Daily summary sheets with supervisor and laborer hours allocated by event are required to be completed and accurate at the time they are submitted to MECA Tri-Park. These daily detail sheets are required to be submitted to MECA Tri-Park by 10 am the following business day.

MECA Tri-Park reserves the right to examine all pertinent accounting/payroll records at all reasonable times for the purpose of determining the accuracy thereof. The making of any willfully false report by the CSP will be grounds for immediate cancellation and termination of the Agreement, at the sole discretion of MECA Tri-Park.

#### **10. Cost/Scheduling/Coordination**

Attachment A must be completed, signed and submitted with proposals. This section should contain complete pricing information. Bidder must fully explain the services included in the monthly management fee.

Bidder shall be held to have carefully examined the specifications and related documents. The compensation to the Bidder shall cover all items shown, specified, reasonably inferred, or manifested necessary to produce the intended results.

Before submitting a Proposal, Bidder shall walk-thru and inspect the areas at The RiverFront. Bidder shall be held to have compared the site with specifications and be satisfied as to the conditions of the property, existing problems, and any other conditions affecting completion of contractor's work.

#### **11. Deviations from Scope of Services**

Bidders must document all deviations from the specifications outlined in the Scope of Services in Part II.

#### **12. Contractual Terms and Conditions**

The Bidder shall review and provide a response whether the contractual terms and conditions set forth in Part 1, Section 5 are agreeable. A detailed response is required if a bidder is not agreeable to one or more of the terms and conditions set forth in Part 1, Section 5.