



Request for Proposal

Cleaning (Housekeeping) Services

SMG/U.S. Bank Stadium

May 18, 2018

REQUEST FOR PROPOSALS
Cleaning (Housekeeping) Services
U.S. BANK STADIUM
MINNEAPOLIS, MINNESOTA

May 18, 2018

A. Project Background and Objectives

In 2012, the State of Minnesota enacted 2012 Minnesota Laws, Chapter 299 (the “Act”), to establish the Minnesota Sports Facilities Authority (“Authority”) and to provide for the construction, financing, and long-term use of a new stadium now known as U.S. Bank Stadium (the “Stadium”) and related stadium infrastructure (the “Stadium Infrastructure”) as a venue for professional football and a broad range of other civic, community, athletic, educational, cultural and commercial activities.

SMG is soliciting in this Request for Proposals (“RFP”) and work shall be referred to in this RFP as the “Project”. To that end, SMG has prepared this RFP for the coordination and the completion of **Cleaning Services**. Those who respond to this RFP shall be referred to as “Proposers”.

The Project is located at the Stadium [and other additional adjacent land that has been acquired by the Authority in Minneapolis, Minnesota]. The Documents identifying and indicating the scope of the Project are also incorporated within this RFP as **Exhibit F**.

The successful Proposer to the RFP will be engaged to coordinate and complete the **Cleaning Services** (as further described in the RFP and any addenda that will be issued to this RFP) including, without limitation:

- Coordinate all activities to safely, effectively and efficiently perform **cleaning** work on the stadium site.
- Scope Document: See **Exhibit F**

Background

U.S. Bank Stadium hosts approximately 20 major events per year.

- 10 – National Football League, Minnesota Vikings, Home Football Games
- 2-3 – Monster Truck and SuperCross Events
- 2-4 – Major Concert Acts
- 1-2 – National and International Sporting Events

U.S. Bank Stadium will also host more than 500 small to medium sized events per year.

- NCAA and High School Baseball Games (150 +/- games)
- High School Football and Soccer Playoff Games and Championships
- Several Flat Shows and Field Events
 - Trade Shows
 - Expositions
 - Galas
 - High School Graduations
- A very robust event schedule in Clubs, Concourses, and on the Exterior Plaza.
 - Smaller Concert Acts (Exterior Plaza)
 - Smaller Trade Shows (Exterior Plaza and/or Concourses)
 - Corporate Meetings, Private Dinners, Training/Conference Events, Weddings, Receptions, Bar Mitzvahs, Fund Raisers, etc. in the Club Spaces (7 Clubs total).

Objective

U.S. Bank Stadium recognizes “clean” is a subjective term by nature and it is the character and quality of a cleaning service provider and its management staff that is responsible for delivering results. U.S. Bank Stadium wishes to collaborate with the most cost effective and conscientious service provider who demonstrates that they will be committed and capable of helping U.S. Bank Stadium to be recognized as one the cleanest stadium in all of professional sports.

B. Intent and Process of the Request for Proposals

This RFP is focused on the selection of Proposer that will provide the best value to SMG.

Proposers should have significant experience in performing **Cleaning Services** and projects similar to the Project that is the subject of this RFP. It is the desire of SMG to consider as part of its selection criteria the commitment of the Proposer to exert good faith efforts to comply with the plan of the Authority to

ensure equitable opportunities for Minority Owned Business Enterprises (“MBE”) and Women Owned Business Enterprises (“WBE”) to participate in the Project. The successful Proposer or Proposers must also demonstrate the ability to exert good faith efforts to comply with workforce goals and targeted zip code hiring goals, and work with organizations to develop effective MBE, WBE and workforce recruitment efforts. Each Proposer should provide a plan describing how they will encourage the participation and utilization of appropriate workforce, MBEs and WBEs in the Proposers’ performance of their services. MBEs and WBEs that are interested in acting as the Proposers for the Project are encouraged to respond to the RFP.

C. Scope of the Project Requirements

The proposal should be responsive to and explain how the Proposer will provide the following project requirements:

- Significant experience in **Cleaning (Housekeeping) Services** work, servicing urban clients (downtown Minneapolis).
- In-house capacity to provide management, coordination and scheduling for the required completion of this scope.
- U.S. Bank Stadium is an active venue hosting a variety of events during the course of this Project’s construction schedule. Event logistics and event programs take precedence over scope activities. Close coordination with scope activities that create noise and limit access to spaces will be paramount.

D. Requested Qualifications

SMG reserves the right and discretion to determine the qualifications and responsibility of the Proposers to perform the work and services that are the subject of the RFP. It is the request and intent of SMG that Proposers responding to the RFP have the following qualifications.

- Significant experience in performing services similar to the Project that is the subject of this RFP.
- Experience cleaning a sports/entertainment venues, working off hours, and staffing events (variable staffing numbers).

E. RFP Timeline

Advertise and issue Request for Proposals	May 18, 2018
Pre-proposal Meeting [Location- US Bank Stadium]	June 11, 2018 2:00PM
Written Questions Due	June 15, 2018 2:00PM
Proposals Due	June 20, 2018 2:00PM
Interviews of Shortlisted Proposers	June 21-22, 2018
Final Negotiations	Week of June 25, 2018
Selection of Provider	July 6, 2018
Project Start	July 16, 2018

By submitting a Proposal, the Proposer affirms that this timeline must and can be met to avoid the potential for significant harm to the progress of the Project and to the interests of the Authority and public.

F.1 Proposer Qualifications

The following items shall be included in a Proposal executive summary:

- Proposer’s name and address of office that would have central responsibility for the work. Identify the business form of Proposer and list the principal shareholders or other business owners. If the proposed form of entity is a joint venture, please identify each joint venture participant and their respective percentage of participation. Provide a summary, on three pages or less, describing why the Proposer is the most qualified to be the Provider for the Project.
- Provide copies of Proposer’s certificates of insurance showing Proposer’s current total limits of liability for commercial general liability, worker’s compensation, employer’s liability, business automobile liability, and professional liability.
- Provide representative list of similar projects managed by Proposer during that last 2 years or that are currently under contract or management. Include:
 - Project name.
 - Project location.
 - Contracting or ownership entity.
 - Project description and scope of work.
 - Key contact or reference from project Owner including name, title, email, and telephone number.
- Complete and submit a fully executed confidentiality agreement
- Submit response to State of Minnesota “Affirmative Action Data” form and “Statement of Non Collusion”.

F.2 Submittal Requirements: Evaluation of Proposals

Proposers shall include the following items in their Proposal. As described below, SMG will score Proposals on a point system, with some criteria being graded on a pass/ fail basis. Proposers who fail any criterion may have their Proposal rejected. A total of 800 points will be available as follows:

Project Delivery:	300 points
Commercial Terms:	300 points

Interview: 200 points

Equitable Contracting and Hiring: Pass/Fail

The Proposals receiving the highest three scores, as determined by SMG in its sole discretion, will then be short-listed and may be selected to enter into final discussions and negotiations with SMG, as a result of which SMG will select in its discretion the Proposer whose final Proposal is most advantageous and the best value to the Authority as permitted by the Act.

Project Delivery – 300 Points

1. Similar Project Experience. Describe Proposer’s experience and ways to proceed with the requirements for this Project.
2. Project Personnel. Provide names and resumes of key personnel who would be directly responsible for the work. Provide key contact office and mobile telephone, and email addresses. Provide organizational chart listing proposed team members by name and responsibility. Any other relevant experience pertinent to the requirements for this Project shall be listed under “Other Significant Experience.”
3. Project Specific Risks and Solutions. Identify and describe the risks Proposer perceives as being significant for the scope of services required by this RFP, and how Proposer intends to mitigate, manage, and control those risks.
4. Project Controls. Describe Proposer’s approach and methodology for implementing project controls relating to budget and schedule compliance, and provide examples of Proposer’s experience in successfully managing similar projects that were completed within the established budget and schedule and fulfilled the defined project’s program.

How Proposer will staff events, pre-event and post-event cleaning should be explained. Describe the available pool of staff available to meet the event schedule, knowing it is not a consistent schedule.

Commercial Terms – 300 Points

1. Price. Provide itemized pricing on all necessary components of the RFP.
 - All staffing
 - All management
 - All administration
 - All training and certifications
 - Travel, parking, and any general expenses
 - Detailed cost information for ongoing fixed and variable costs, including licenses, hosting fees, taxes, customer service, tax calculation service fees, and any cost exclusions

2. Agreement to or Requested Revisions to Trade Contract Agreement (**Exhibit G**) Contract Terms. The extent to which revisions are requested to SMG's proposed contract in this RFP will be given point deductions in the sole discretion of SMG.

Interview – 200 Points

1. Interview. SMG will conduct an interview with each qualified Proposer that has submitted a responsive proposal.

Equitable Contracting and Hiring – Pass/Fail

1. Hiring and MBE/WBE Utilization. Describe Proposer's practices and history of hiring women and minorities. Also describe Proposer's specific plan to reach targeted goals for MBE and WBE construction participation on this project, and Proposer's strategies for employing women and members of minority communities to comply with the Authority's Equity Plan.

According to the Act, there shall be no disclosure of any information derived from Proposals submitted by competing Proposers and the content of all Proposals is nonpublic data under Chapter 13 of Minnesota Statutes until such time as a notice to award a contract is given by the Authority.

SMG may change its scoring of Proposals as a result of interviews of and negotiations with Proposers.

A Proposer's response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called for herein, to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each the page the paragraph in the RFP to which they pertain.

The RFP, responses to it, and any subsequent negotiations and discussions shall in no way be deemed to create a binding contract or expectation of an agreement between the Proposer and the Authority.

Each Proposer submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Authority and all presentation, related costs, and travel expenses are at Proposer's sole expense and that the Authority shall not, under any circumstances, be responsible for any cost or expense incurred by the Proposers, except the payment of the stipend that will be given to those short listed Proposers who properly submit in good faith the preliminary construction estimate and otherwise complete the RFP process. The Authority shall be allowed to keep any and all materials supplied by the Proposers in response to the RFP.

The Authority reserves the right to accept or reject any or all Proposals, to amend or alter the selection process in any way by addendum, to postpone the selection process for its own convenience at any time, and to waive any non-material defects in proposals submitted. Proposals are required to remain open and subject to acceptance until an award is finalized, or a minimum of (90) days following the date of submission of Proposals. The Authority also reserves the right to accept or reject any individual sub-consultants that the successful Proposer proposes to use.

G. Project Labor Agreement

The Authority requires labor peace with the unions having jurisdiction of this scope of work.

H. Pre-proposal Meeting

A Pre-proposal meeting will be held June 11th, 2:00 p.m. CST in

U.S. Bank Stadium
520 11th Avenue South
Minneapolis, MN 55415

Please contact the following for stadium security access approval coordination. Must provide a list of attendees 24 hours prior to arrival at the stadium:

Curtis Schmillen
Email: cschmillen@usbankstadium.com

Proposals are due by 2:00 p.m. CST, June 20, 2018. One electronic copy and 2 bound copies of the Proposal should be enclosed in a sealed envelope addressed to:

Curtis Schmillen
Director of Operations
SMG – U.S. Bank Stadium
1005 4th Street South
Minneapolis, MN 55415-1752
Email: cschmillen@usbankstadium.com

N. Questions or Inquiries

All questions must be submitted via email no later than 2:00 p.m. CST, June 15, 2018 to:

Curtis Schmillen
Email: cschmillen@usbankstadium.com

O. Minnesota Government Data Practices

All Proposals are eventually subject to the Minnesota Government Data Practices Act, Minn. Statutes, Chapter 13, but the Act prohibits disclosure of any information derived from Proposals submitted by competing Proposers, and the content of all Proposals is nonpublic data under Chapter 13 until such time as notice to award a contract to the successful Proposer is given by the Authority. Proposers shall note with their Proposal any data in their Proposal that they consider proprietary information or otherwise private and confidential.

P. List of Exhibits

- Exhibit A Acknowledgement and Attestation Form
- Exhibit B Confidentiality Agreement
- Exhibit C Non Collusion Statement
- Exhibit D Minnesota Department Affirmative Action Data Page
- Exhibit E Targeted Business Commitment and Information Form
- Exhibit F Scope Document
- Exhibit G Trade Contract Agreement (Template)

EXHIBIT A

U.S. BANK STADIUM

ACKNOWLEDGEMENT AND ATTESTATION FORM

(To Be Submitted with Proposal)

In submitting a Proposal, the undersigned has certified that the Proposer has reviewed the Request for _____ Proposal ("RFP") dated _____ and is familiar with the terms and conditions therein and accepts and waives any protest of the terms and conditions imposed under the RFP and all documents identified therein.

The Proposer understands the Authority and Team reserve the right to reject any or all proposals in accordance with its best interest. The Proposer submitting a response does so at its own expense. I hereby certify that the foregoing is true and correct.

Proposer's Name: _____ (Company)

Name: _____ (Officer of Company)

Signature: _____

Title: _____

Date: _____

Witness Name: _____

Signature: _____

Date: _____

EXHIBIT B

CONFIDENTIALITY AGREEMENT

(To Be Included Submitted with Indication of Interest and Qualifications)

This Confidentiality Agreement (the "Agreement") made and entered to as of the day of _____, by and between the Minnesota Sports Facilities Authority ("Authority") and _____ ("Proposer") relating to the design, construction and financing of the new Minnesota Multi-Purpose Stadium (the "Project"). For purposes of this Agreement, Minnesota Vikings Football, LLC are hereinafter referred to as the "Team". The Authority and Team and each of their respective subsidiaries and affiliates are hereafter referred to individually or collectively as "Project Participants".

1. For purposes of this Agreement, "Confidential Information" means "any and all" information accessed, received, obtained or otherwise learned about the Project Participants as a result of the Project, and/or any other information whether or not designated as Confidential Information by the Project Participants. Notwithstanding the above, Confidential Information will not include any information that

- (a) is or becomes public knowledge other than by the Construction Manager's act or omission or
- (b) is or becomes available to without obligation of confidence from a source (other than the Project Participants) having the legal right to disclose that information.

2. Without the prior written consent of the Project Participants, which may be given or withheld in their sole and absolute discretion, the Proposer will (a) not disclose any Confidential Information to any third party nor give any third party access thereto, and (b) only disclose the Confidential Information to those of its employees or agents who need to know such information for purposes of completing the Project and who are bound by confidentiality obligations no less restrictive than this Agreement. For the avoidance of doubt, any disclosure by the Project Participants of work product received from the Proposer shall not be considered a breach of this Agreement.

3. The Proposer will use at least the same degree of care to avoid the publication, disclosure, reproduction or other dissemination of the Confidential Information as employed with respect to its own valuable, proprietary information which it protects from unauthorized publication, disclosure, reproduction or other dissemination and in no event, shall the Construction Manager use less than reasonable care.

4. If the Proposer receives notice that it may be required or ordered to disclose any Confidential Information in connection with legal proceedings or pursuant to a subpoena, order or a requirement or an official request issued by a court of competent jurisdiction or by a judicial, administrative, legislative, regulatory or self-regulating authority or body, the Proposer shall (a) first give written notice of the intended disclosure to the Project Participants as far in advance of disclosure as is practicable and in any case within a reasonable time prior to the time when disclosure is to be made, (b) consult with the Project Participants on the advisability of taking steps to resist or narrow such request and (c) if disclosure is required or deemed advisable, cooperate with the Project Participants in any attempt made to obtain an order or other reliable assurance that confidential treatment will be accorded to designated portions of the Confidential Information or that the Confidential Information will otherwise be held in the strictest confidence to the fullest extent permitted under the laws, rules or regulations of any other applicable governing body.

5. The Proposer acknowledges that the unauthorized disclosure or use of Confidential Information could cause irreparable harm and significant injury, the precise measure of which maybe difficult to ascertain. Accordingly, the Proposer agrees that the Project Participants will be entitled to specific performance and injunctive or other equitable relief, without bond, as a remedy for any such breach or threatened breach, in addition to all other rights and remedies to which the Project Participants may have. The Proposer will, except to the extent inconsistent with (a) its use in connection with legal proceedings or (b) applicable law, regulations, rules or official requests, at the Authority's election, destroy or return to the Project Participants any tangible copies of the Confidential Information and permanently delete all electronic copies of the Confidential Information in its possession or control, if any, at the earlier of the request of the Project Participants or the completion of the Project and will certify in writing to the Project Participants that it has completed the forgoing.

5. In the event of any litigation between the Project Participants and the Proposer in connection with this Confidentiality Agreement, the unsuccessful party to such litigation will pay to the successful party therein all costs and expenses, including but not limited to actual attorneys' fees incurred therein by such successful party, which costs, expenses and attorneys' fees shall be included as a part of any judgment rendered in such action in addition to any other relief to which the successful party may be entitled.

6. All references to the Proposer herein also include any of its officers, directors, employees, attorneys, agents, professional advisors and independent contractors and any person, corporation, partnership or other entity which, directly or indirectly, controls, is controlled by, or is under common control with, the undersigned. This Agreement supersedes all previous agreements, written or oral, relating to the above subject matter, and may be modified only by a written instrument duly executed by the parties hereto. All clauses and covenants contained in this Agreement are severable and, in the event, any of them is held to be invalid by any court, this Agreement will be interpreted as if such invalid clauses and covenants were not contained herein. The Proposer represents and warrants that it has the right and authority to enter into and perform this Agreement. This Agreement may not be assigned without the Project Participants' prior written consent (in their sole discretion). This Agreement shall be construed in accordance with the internal laws of the State of Minnesota, USA, without regard to its principles of conflicts of laws. None of the provisions of this Agreement can be waived or modified except expressly in writing by the parties hereto.

Dated and effective this _____ day of _____, 20__

("Authority")

("Proposer")

WITNESS:

EXHIBIT C

NON-COLLUSION AFFIDAVIT

I, _____ (Name), being first duly sworn, state that I am
the _____ (office held) of
_____ (name of Bidder). I executed this bid having full
authority to do so. I certify that Bidder has not, directly or indirectly, entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in
connection with the above-named project. No person or persons, natural or corporate, has, have, or will
receive, directly or indirectly, any rebate, fee, gift, commission, or other thing of value in consideration
for this offer.

Signature

Subscribed and sworn to before me
this ____ day of _____, 20__.

Notary Public

EXHIBIT D

**State of Minnesota - Affirmative Action Data Page
(For responses in excess of \$100,000 only)**

If your response to this solicitation is in excess of \$100,000, please complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363.073) certification requirement, and to provide documentation of compliance if necessary. *It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract.*

How to determine which boxes to complete on this form:

Then you must complete these boxes...	BOX A	BOX B	BOX C	BOX D
On any single working day within the past 12 months, If your company				
Employed more than 40 full-time employees in Minnesota	•			•
Did not employ more than 40 full-time employees in Minnesota, but did employ more than 40 full-time employees in the state where you have your primary place of business.		•		•
Did not employ more than 40 full-time employees in Minnesota or in the state where you have your primary place of business.			•	•

BOX A — for companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months

Your response will be rejected unless your business:

- has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)
- or-
- has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX D.** Include a copy of your certificate with your response.
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____(date) at _____(time). [If you do not know when the Department received your Plan, contact the Department.] We acknowledge that the plan must be approved by the MDHR before any contract or agreement can be executed. **Proceed to BOX D.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. **Proceed to BOX D.** Call the Minnesota Department of Human Rights for assistance.

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be reviewed and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B — For companies, which have not had more than 40 full-time employees in Minnesota but have employed more than 40 full-time employees on any single working day during the previous 12 months in the state where they have their primary place of business. You may achieve compliance with the Minnesota Human Rights Act by certifying that you are in compliance with applicable Federal Affirmative Action requirements. Check one of the following statements if you have not employed more than 40 full-time employees in Minnesota but you have employed more than 40 full-time employees on any single working day during the previous 12 months in the state where you have your primary place of business:

- We are not subject to Federal Affirmative Action requirements. **Proceed to BOX D.**
- We are subject to Federal Affirmative Action requirements, and we are in compliance with those requirements. **Proceed to BOX D.**

BOX C — For those companies not described in BOX A or BOX B Check below. You are not subject to the Minnesota Human Rights Act certification requirement.

- We have not employed more than 40 full-time employees on any single working day in Minnesota or in the state of our primary place of business within the previous 12 months. **Proceed to BOX D.**

BOX D — For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder.

Name of Company: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Telephone number: _____

For further information regarding Minnesota Human Rights Act requirements contact:

Mail: Minnesota Department of Human Right
Freeman Building
625 Robert Street North
St. Paul, MN 55155

Website: www.humanrights.state.mn.us
Email: employerinfo@therightsplace.net
Metro: (651) 539-1100
Toll Free: (800) 657-3704
Fax: (651) 296 9042
MN Relay: (800) 627-3529

EXHIBIT E

Targeted Business Commitment and Information Form

(see attached)



**TRADE CONTRACT AGREEMENT EQUITY PLAN
TARGETED BUSINESS COMMITMENT AND INFORMATION FORM**

Proposer Company Name: _____

Check ONE of the following:

- No Targeted Business participation is committed on this project
 The following Targeted Business (MBE & WBE) participation is committed on this project:

Firm Name (Legal business name used for Targeted Business certification)	WBE MBE (Check one)		How will firm participate? (subcontractor, consortium, joint venture)	Description of work	Estimated dollar value of participation	Estimated percentage of total bid

Total WBE % _____ Total MBE % _____

Use copies of page 1 of this form if additional space is needed to list committed Targeted Businesses and attach such copies to the form.

On behalf of the Proposer identified below, I certify that:

(Check ONE of the following):

- No Targeted Business (MBE or WBE) participation is committed on this project
- Proposer is committed to use the Targeted Business contractor(s) listed in this form on this project at the stated percentage(s). I further certify that I have read the Targeted Business requirements found in the Trade Contract Agreement Equity Plan.

I am authorized on behalf of the Proposer to submit this certification to the Minnesota Sports Facilities Authority. This certification is a material representation of fact on which the Authority may rely in awarding the contract.

Proposer Name:

By: _____

Date: _____

Name: _____

Title: _____

EXHIBIT F

Scope Document

Agreement Term: July 2018 thru June 2021

Payment Terms and Conditions – Time and Material Rates

Contracted Services

SMG will provide direction to Contractor. Contractor will be directed to perform some or all the tasks listed below.

- A. First Class Cleaning Services.
 - a. Provider will provide “First Class” cleaning services for the Facility, as defined in Part 2 below.
- B. Definitions.
 - a. “Comparable Facilities” shall mean, with respect to U.S. Bank Stadium, one or more stadiums in which NFL football games are played and events (such as concerts, dirt shows, trade shows and other public and private events) are held that
 - i. are comparable in size to MetLife Stadium
 - ii. have been constructed within the time period extending from the date that is five (5) years before the date of substantial completion of MetLife Stadium until the date that is five (5) years after the date of substantial completion of MetLife Stadium and
 - iii. are located in the United States.
 - b. “Event” shall mean a public sports, convention, trade show, consumer show, meeting or entertainment event held at the Facility.
 - c. “First Class” shall mean (i) being in compliance with all applicable governmental rules, (ii) being in good condition and repair (iii) being odor free and having a clean appearance (iv) being acceptable to SMG and (v) meeting or exceeding the standards of Comparable Facilities.
- C. General Requirements.
 - a. Common Areas
 - i. Common Areas consist of offices, locker rooms, lobbies, entrances, loading dock area, ramps, restrooms, concourses, service corridors, sidewalks and plazas, all other areas used by the general public, employees and tenants at the Facility. The seating bowl, suite and club corridors (not used), and press box shall not be cleaned on a daily basis but will be policed and cleaned on a weekly basis.
 - b. The Contractor will be required to clean and maintain all Common Areas in a First Class manner that is acceptable to SMG. At a minimum the Contractor will be required to perform the daily and periodic tasks listed below:

EVENT CLEANING

There are three major parts of “Event Cleaning” at U.S. Bank Stadium; the Pre-Event Cleaning, the Event Cleaning and the Post Event Cleaning. The Pre Event Cleaning is all cleaning tasks associated with preparing to make the stadium “Event Ready”. Event cleaning is all cleaning tasks associated with maintaining cleanliness throughout the stadium during the event and finally Post Event Cleaning is all cleaning tasks associated with returning the stadium back to “Event Ready” cleanliness.

Pre-Event Cleaning

- Most of the major cleaning takes place on the Post Event Cleaning. However, there are areas where the Cleaning Contractor will be required to clean after event setup but prior to the event start. As long as the Post Event Cleaning is complete, most Pre-event cleaning requires touching up spaces that have already been cleaned.
- The primary areas that will need attention are floors, glass surfaces and restrooms used by set up staff
- Waste removal will also be paramount as food, beverage and merchandise is unpacked prior to an event.

Event Cleaning

- Maintain and stock Restrooms
- Continually police suites, clubs and premium areas
- Removing trash, recyclables and compost from all areas of the stadium and site.
 - Plaza and walkway operations will commence prior to stadium doors opening to support pre-event hosted activities on the Plaza.
- Operate the Trash Room
 - Adhere to Sustainability/Recycling Procedures
- Police public and private concourses, keep free of debris and spills
- Police ramp and stairways used for public egress, keep free of debris and spills
- Police loading dock and service corridor to VIP Parking
 - Continual clean-up will be required in winter months to keep snow, ice, sand and salt from accumulating and becoming a safety issue
- Staff to respond to Housekeeping Incidents as directed by SMG staff and management.

Post Event Cleaning Tasks (by area)

PLAZA AND SIDEWALKS

- Empty all trash, recycling and compost receptacles and bring to Event Level Trash Room
- Pick up all debris, on hardscape and landscape around stadium (incl cigarette butts, etc.)
- Sweep Plaza, stairs and sidewalks
- Machine scrub stains where necessary
- Power wash where necessary
- Wipe and clean power pedestals
- Remove stickers, ensuring that all adhesive residue is gone
- Remove gum from concrete and hardscape if necessary
- Clean Plaza restrooms

- Pick and sweep restroom floor
- Scrub, mop and disinfect restroom floors
- Scrub, wipe down and disinfect toilet bowls
- Scrub, wipe down and disinfect sinks
- Wipe down walls
- Wipe and clean mirrors
- Wipe down air vents
- Wipe down doors
- Restock restroom dispensers
- Wipe down monuments and architectural features (incl Legacy Ship)
- Clean light poles, bollards and benches
- Clean glass on garage stair entry in the Plaza.

CONCOURSES

- Empty all trash, recycling and compost receptacles and bring to Event Level Trash Room
- Sweep, mop and machine scrub floors
- Clean escalators, treads, comb plates, and stainless/glass balustrades
- Clean stairways, wipe down hand rails, wipe stair support steel
- Clean Restrooms
 - Pick and sweep restroom floor
 - Scrub, mop and disinfect restroom floor
 - Scrub, wipe down and disinfect toilet bowls
 - Scrub, wipe down and disinfect sinks
 - Wipe down walls
 - Clean mirrors
 - Wipe down air vents
 - Wipe down doors
 - Restock restroom dispensers
- Wipe down walls
- Wipe wayfinding signage
- Clean TV's and Ad panels, including enclosures
- Clean tables and stools
- Wipe down the front of concessions
- Clean glass doors and windows
- Clean drink rails, hand rails and bump rails
- Remove stickers, ensuring that all adhesive residue is gone
- Remove gum
- Wipe down concrete and steel columns and beams
- Clean entrances, lobbies and vestibules
 - Clean glass
 - Vacuum and machine scrub mats, shampoo and extract as necessary
 - Wipe handles and door hardware

SERVICE LEVEL

- Empty all trash, recycling and compost receptacles and bring to Event Level Trash Room
- Sweep, mop and machine scrub floors

- Clean stairways, wipe down hand rails, wipe stair support steel
- Clean Restrooms and Locker Rooms
 - Pick and sweep floors
 - Scrub, mop and disinfect floors
 - Scrub, wipe down and disinfect toilet bowls
 - Scrub, wipe down and disinfect sinks
 - Scrub, wipe down and disinfect showers
 - Wipe down walls
 - Clean mirrors
 - Wipe down air vents
 - Wipe down doors
 - Restock restroom dispensers
- Clean Break Rooms and Dining Areas
 - Wipe and disinfect tabletops and flat surfaces
 - Wipe chairs and furniture
 - Wipe doors, walls, and columns
 - Clean glass surfaces
 - Clean appliances
 - Sweep, mop and machine scrub floors
 - Vacuum carpets and mats, shampoo and extract if necessary
 - Restock dispensers
- Wipe down walls and doors
- Clean glass doors and windows
- Remove stickers, ensuring that all adhesive residue is gone
- Remove gum
- Wipe down concrete and steel columns and beams
- Vacuum and machine scrub mats, shampoo and extract as necessary

ELEVATORS

- Clean and wipe all flat surfaces
- Sweep and mop floors
- Clean doors and jambs
- Wipe display and button panel
- Use stainless cleaning products where appropriate

CLUB AREAS, CORIDDOORS, PRESS AREAS

- Empty all trash, recycling and compost receptacles and bring to Event Level Trash Room
- Clean escalators, treads, comb plates, and stainless/glass balustrades
- Clean stairways, wipe down hand rails, wipe stair support steel
- Clean Restrooms
 - Pick and sweep restroom floor
 - Scrub, mop and disinfect restroom floor
 - Scrub, wipe down and disinfect toilet bowls
 - Scrub, wipe down and disinfect sinks
 - Wipe down walls
 - Clean mirrors
 - Wipe down air vents

- Wipe down doors
- Restock restroom dispensers
- Wipe down walls
- Clean furniture, disinfect table tops
- Wipe down the front of concessions and bars
- Clean glass doors, windows and partitions
- Wipe down lighting, art and architectural features
- Clean drink rails, hand rails and bump rails
- Remove stickers, ensuring that all adhesive residue is gone
- Remove gum
- Wipe down concrete and steel columns and beams
- Vacuum and machine scrub mats, shampoo and extract as necessary
- Sweep, mop and machine scrub all resilient/hard floors including concrete and tile
- Clean stainless surfaces with appropriate cleaner
- Clean entrances, lobbies and vestibules
 - Clean glass
 - Vacuum and machine scrub mats, shampoo and extract as necessary
 - Wipe handles and door hardware

PLAYER LOCKER ROOMS

- Empty all trash, recycling and compost receptacles and bring to Event Level Trash Room
- Clean Restrooms and Showers
 - Pick and sweep floors
 - Scrub, mop and disinfect floors
 - Scrub, wipe down and disinfect toilet bowls
 - Scrub, wipe down and disinfect sinks
 - Wipe down and disinfect walls
 - Clean mirrors
 - Wipe down air vents
 - Wipe down doors
 - Restock restroom dispensers
- Clean Hydrotherapy Room
 - Pick and sweep floors
 - Scrub, mop and disinfect floors
 - Scrub, wipe down and disinfect sinks
 - Wipe down and disinfect walls
 - Wipe down air vents
 - Wipe down doors
 - Clean, wipe and disinfect therapy tubs
- Wipe down walls
- Clean furniture, disinfect table tops
- Clean and disinfect sinks
- Clean glass doors, windows and partitions
- Wipe down lighting, art and architectural features
- Wipe down concrete and steel columns and beams
- Vacuum and machine scrub carpets and mats, shampoo and extract as necessary

- Sweep, mop and machine scrub all resilient/hard floors including concrete and tile
- Clean stainless surfaces appropriate cleaner
- Clean doors and hardware

SUITES, BOOTHS, CORIDDORS, LOBBYS

- Empty all trash, recycling and compost receptacles and bring to Event Level Trash Room
- Dust and wipe all surfaces
- Clean escalators, treads, comb plates, and stainless/glass balustrades
- Clean stairways, wipe down hand rails, wipe stair support steel
- Clean Suites
 - Vacuum and machine scrub carpets, shampoo and extract as necessary
 - Sweep, mop and machine scrub all resilient/hard floors including concrete and tile
 - Clean furniture, disinfect table tops and flat surfaces
 - Clean appliances
 - Clean glass and mirror surfaces
 - Clean stainless surfaces
 - Wipe walls and fixtures
 - Wipe bowl seating, drink rails and hand rails
- Clean Restrooms
 - Pick and sweep restroom floor
 - Scrub, mop and disinfect restroom floor
 - Scrub, wipe down and disinfect toilet bowls
 - Scrub, wipe down and disinfect sinks
 - Wipe down walls
 - Clean mirrors
 - Wipe down air vents
 - Wipe down doors
 - Restock restroom dispensers
- Wipe down walls
- Clean furniture, disinfect table tops
- Wipe chairs, bowl and suite seating
- Clean glass doors, windows and partitions
- Wipe down lighting, art and architectural features
- Clean drink rails and hand rails
- Wipe down concrete and steel columns and beams
- Vacuum and machine scrub carpets and mats, shampoo and extract as necessary
- Sweep, mop and machine scrub all resilient/hard floors including concrete and tile
- Clean stainless surfaces with appropriate cleaner
- Clean TV's and tablet with appropriate cleaner

SEATING BOWL

- Pick seating bowl and material separation
 - Compostable material
 - Recyclable material
 - Trash (Landfill) material
- Sweep and air blow seating bowl

- Pressure wash seating bowl chairs and concrete stadia/stairs (areas that can be)
- Machine scrub and water extract concrete stadia
- Damp wipe chairs and seating rails/hardware
- Damp wipe cup holders
- Damp wipe handrails, drink rails and rails
- Clean stainless surfaces with appropriate polisher
- Clean glass railings throughout the bowl
- Remove debris from seating bowl drains and grates
- Wipe columns and beams
- Wipe field padding
- Pick, sweep and mop below retractable seating
 - Wipe support steel as necessary
- Clean ADA platforms and chairs
- Wipe air vents and exposed ductwork and piping
- Wipe WiFi and DAS antennas (above and below seating)

3. PROJECT CLEANING

- a. Annual Deep Cleaning of All Stadium Restrooms (Annual)
 - Scrub, disinfect and rinse floors
 - Wipe down and disinfect walls
 - Scrub , disinfect and rinse urinals
 - Scrub , disinfect and rinse toilets
 - Scrub , disinfect and rinse sinks
 - Wipe down and disinfect dispensers
 - Clean mirrors

- b. Annual Deep Cleaning of Locker Rooms, Suite, Club and Break/Dining Spaces (Annual)
 - Deep cleaning of the following spaces:
 - All suites
 - All locker rooms
 - All clubs
 - All break and dining rooms

- c. Clean All HVAC Louvers, Supply and Return Grilles (Annual)
 - Wipe down and dust

- d. Steam Clean All Trashcans and Tilt Trucks (Annual)
 - Gather all trashcans and tilt trucks at a central location on all levels
 - Remove plastic liner and clean and disinfect thoroughly
 - Thoroughly clean all metal ensuring to remove all surface rust from cans
 - Redistribute trash and recycling cans to original location

- e. Deep Clean All Utility, Mechanical, Electrical, IT, Trade Shops and Cleaning Rooms (Bi-Annual)
 - Sweep floor

- Machine scrub floors, ensure that all water is removed
 - Remove stains on floor or equipment pads
 - Remove any large debris
 - Wipe down surfaces and equipment, including exposed piping and ductwork
- f. Grout Cleaning (Annual)
- Scrub grout using a steam cleaner and grout brush in the following locations:
 - All restrooms and shower areas
 - Dining areas
 - Offices and break rooms
 - Suite and club spaces
- g. High and Low Element Cleaning (Annual)
- Protect all electrical devices
 - Steel columns and beams
 - Utility racks on service level or where exposed
 - Piping, conduit, cable trays, and ductwork
 - Concession stand roofs
 - Light fixtures
 - Railings
- h. Concession Stand Cleaning (front of Concession stand only) (Annual)
- Scrub and rinse concrete face of Concession Stand
 - Scrub and rinse front floor space between overhead door and countertop
 - Scrub and rinse overhead door front
- i. Exterior Way-Finding Signage Cleaning (Annual)
- Pressure wash and wipe down all signage
- j. Escalator Stainless Steel Panel Cleaning (Annual)
- Scrub paneling with a non-abrasive pad and rinse
- k. CMU Block Cleaning (Annual)
- Thoroughly scrub the concrete applying a degreaser if necessary
- l. Upholstery Cleaning (Annual)
- Clean all upholstery in the following locations using an upholstery steam cleaner
 - Suites
 - Clubs
 - Offices
- m. Deep Clean Escalator and Elevators
- Thoroughly detail clean elevator cabs and escalators
- n. Deep Clean Stairwells and Ramp
- Power wash and scrub stairs and landings

- Clean rails
 - Pick trash in steel beams
 - Wipe steel – stair and wall/building
 - Wipe light fixtures and piping/conduit
- o. Non-Routine Preventative Maintenance
- Stainless Steel Drink Rail Cleaning
 - Wipe down drink rails and treat with stainless steel cleaner
 - Freight Elevator Detail Cleaning (Doors and Pit) (Annual)
 - Coordinate elevator shutdown with elevator company
 - Vacuum debris with shop vac
 - Pressure wash and scrub pit
 - Clean All Trash under ADA In-Fills (Annual)
 - Clean All Security Camera Lenses and Domes (Bi-Annual)
 - Gumbusting (When needed)

EXHIBIT G

Trade Contract Template

(see attached)