

**CAPITAL REGION AIRPORT AUTHORITY**

**REQUEST FOR PROPOSALS 21-01**

**CONCESSIONS OPERATOR**

at

**CAPITAL REGION INTERNATIONAL AIRPORT**

The Capital Region Airport Authority (the "Authority" or "CRAA") is soliciting competitive sealed proposals from qualified firms to manage, operate, maintain, and promote the restaurant operations located within the terminal building at the Capital Region International Airport ("CRIA" or "Airport"). Sealed proposals plainly marked "PROPOSAL FOR CONCESSIONS OPERATOR" will be received up to the hour of 2:00 PM eastern standard time on September 3rd, 2021, at CRAA, 4100 Capital City Boulevard, Lansing, MI 48906. A pre-proposal conference is scheduled for 3:00 PM eastern standard time August 10th, 2021 located in the airport community room to answer questions and conduct a tour of the restaurant concession facilities. The agreement will be for a term of three (3) years, commencing on or about December 1, 2021.

**OBJECTIVE/BACKGROUND**

The Authority operates and manages a commercial service airport which is located on the premises known as Capital Region International Airport, 4100 Capital City Boulevard, Lansing, MI 48906.

The assigned space is located within the terminal building at the airport and the Authority desires to engage a firm who is qualified and capable of managing, promoting, maintaining, and operating a post security restaurant. During the effective period of this proposed contract, the selected operator must have all necessary licensing to serve food and beverages, in the restaurant facility. The Authority's top priority for the concession's management company is to provide the highest level of customer service to include a deep understanding of the airport customer's needs and preferences as well as a professional, friendly team of employees on site to meet those needs.

CRAA will provide the space illustrated in Exhibit A. Utilities, such as water, gas, electric, and sewer, will be paid by CRAA.

Liquor license will be owned by the CRAA.

**CONTACT INFORMATION**

Throughout the RFP process, from issuance through award, all communications must be directed to Sophie Giviyani at [sgiviyani@craa.com](mailto:sgiviyani@craa.com).

## SCHEDULE

**Outlined below is a tentative schedule of events for this RFP process.**

ACTIVITY	DATE
Issue RFP	7/23/2021
Pre-Proposal Conference at 3:00 p.m. eastern standard time	8/10/2021
Submittal of Written Questions Due at 3:00 p.m. eastern standard time	8/20/2021
Proposals Due at 2:00 p.m. eastern standard time	9/3/2021
Contract Award subject to Board of Directors approval (by)	9/30/2021
Commencement of Contract	10/1/2021
Anticipated opening	12/1/2021

## AIRPORT INFORMATION

The Capital Region Airport Authority (“the Authority”) is seeking experienced food service concessionaires to operate and manage a restaurant within the terminal. The Airport is located in Lansing, Michigan, the state’s capital and the fifth largest city in the state. It is operated by the Authority. The Lansing metropolitan area, colloquially referred to as "Mid-Michigan", is an important center for educational, cultural, governmental, commercial, and industrial functions. Neighboring East Lansing is home to Michigan State University, a public research university with an enrollment of more than 50,000. The area features two medical schools, one veterinary school, two nursing schools, and two law schools.

The Capital Region International Airport is a non-hub facility. The airport primarily transports passengers to hub airports located in nearby regions which includes Detroit, Chicago O’Hare, and Washington DC. Passengers using the Airport are primarily residents of the Greater Lansing area, with 30% traveling for pleasure, and 70% for business. Over four-hundred and fifty people per day travel through the Airport. The airport is served by airlines such as Delta, United Airlines, and American Airlines, as well as seasonal services provided by Apple Vacations.

<b>Total Enplaned Passengers</b>	
2019	181,863
2018	150,884
2017	193,020
2016	186,241
2015	179,412

## **MINIMUM OPERATING TERMS AND CONDITIONS**

1. The successful firm will be required to sign an Operating Agreement cancelable by either party upon 120 days' notice.
2. The firm shall remain open for service to the public seven (7) days per week whenever there are scheduled flights. The Authority may require extension of operating hours to meet anticipated demand. Any change to the minimum hours or days of operation is prohibited without the prior written approval of the Authority.
3. The operator agrees to compensate the Authority for the use of the premises, facilities, concession rights and privileges.
4. The operator will be required to execute prompt performance of all the terms and conditions contained in the Agreement.
5. The operator is responsible for maintaining restaurant equipment per applicable federal, state, and local health regulations.
6. The operator is responsible for any and all licensing or permits connected with providing all goods and services pertaining to the operation of a restaurant.
7. The operator shall maintain insurance requirements. Evidence of insurance coverage for the operation of the restaurant operations will be required prior to opening.

## **CONCESSIONAIRE RESPONSIBILITIES**

- The Concessionaire(s) shall:
- Have all permits and licenses required to prepare and sell food and beverages.
- Provide a variety of hot and cold food and beverages for both adults and children.
- Maintain hours of operation consistent with scheduled flights, closing no sooner than the day's last departure.
- With advance notice, maintain at least minimal food operations during periods of flight delays or flight diversions.
- Accept a variety of customer payment methods, including but not limited to cash, credit cards, and/or debit cards.
- Provide sufficient personnel and ensure efficient, courteous service.
- Maintain a clean, sanitary environment at all times. The oven hood must be professionally cleaned every six (6) months, or more often, if requested by Airport Management. The fire suppression system must be cleaned, and the system tested annually by a licensed, professional firm. A copy of the annual inspection report must be provided to Airport Management.

- Provide all food and beverage inventory, and other items necessary for operations.
- Furnish office and janitorial supplies for restaurant prep area, counters, and tables.
- Maintain accurate records of sales, which shall be made available to CRAA for enforcing obligations during the agreement.
- Allow CRAA representative to enter Assigned Space at any time for inspection purposes.
- Upon award, provide evidence of insurance (see INSURANCE section).
- Secure and maintain security badge(s) as needed prior to start of operations.
- Comply with all Airport Rules and Regulations, and all applicable City, State, and Federal Rules and Regulations.

### **ADDITIONAL REQUIREMENTS**

**THEME(S)/PRODUCTS/DECOR/SIGNAGE.** Acknowledging that an attractive environment draws more customers, Airport will be flexible in approving concession theme, products, décor, and signage, as long as they are in good taste and consistent with Airport standards. All items, including menus, signage, products, and decorations must be reviewed and approved by the Director of Marketing in advance. Costs for these items shall be borne by the Concessionaire.

**DAYS/HOURS OF OPERATION.** Restaurant operations must be open to the public seven (7) days a week. Hours of operation may vary with flight schedules and passenger demand but should provide full service for scheduled flight times and at least minimal service during times of delayed, canceled, diverted or “no flight” days. Restaurant must remain open till the final flight departs.

**CLEANING AND MAINTENANCE.** Restaurant facilities and equipment must be kept clean and consistent with Michigan Department of Public Health and Human Services. In addition to routine cleaning, the range and oven must be cleaned and degreased. The fire suppression system shall also be maintained by the Concessionaire. The oven hood must be cleaned, and the system tested annually by a licensed, professional firm. A copy of the annual inspection report must be provided to Airport Management.

**PERSONNEL.** The awarded firms must provide adequate staffing and supervision of personnel. Officers, agents, employees, suppliers, and representatives must have a clean, professional appearance and visible company identification at all times. All restaurant staff shall wear a uniform and provide prompt, efficient, and courteous service.

**SECURITY.** In accordance with Transportation Security Administration (TSA) rules, personnel in the post-screening Sterile area shall, at all times, wear security identification or be accompanied by an individual wearing security identification. Upon award, the Airport will assist the Concessionaire through the badging process. The cost of security badges shall be the responsibility of the Concessionaire.

**INSURANCE.** Insurance certificate(s) shall be provided with the agreement and approved before service begins.

The required limits of liability for insurance coverages shall not be less than specified herein unless specified otherwise on the "Special Conditions".

Worker's Compensation .....	Statutory
Employer's Liability .....	\$500,000
Commercial General Liability	
Bodily Injury - each occurrence .....	\$2,000,000
Bodily Injury - aggregate.....	\$2,000,000
Property Damage - each occurrence.....	\$2,000,000
Property Damage - aggregate .....	\$2,000,000
or combined single limit per occurrence .....	\$2,000,000
Comprehensive Automobile Liability	
Bodily Injury .....	\$1,000,000
Property Damage .....	\$1,000,000
or combined single limit per occurrence .....	\$1,000,000
Umbrella - each occurrence .....	\$1,000,000
Umbrella - aggregate .....	\$5,000,000

**WRITTEN AGREEMENT**

The selected firm shall be required to enter into a written Operating Agreement with the Authority on a form approved by CRAA's legal representative. The selected proposer will be required to comply with all the requirements of the Operating Agreement, which will be prepared in accordance with the successful proposal. **Signature on the included Experience Record Form shall serve as an acknowledgment that the proposer is willing to enter into the agreement if awarded the contract.**

**PROPOSER QUALIFICATIONS**

To qualify for award, proposing firm(s) must have, at a minimum:

- Three (3) years of experience in providing food and beverage services
- No outstanding judgments or bankruptcies within the past three (3) years

- The financial authority and ability to enter into a three (3) year concession agreement
- All applicable operating licenses, including food and beverage preparation and sale licenses
- Sufficient number of trained personnel for prompt, courteous service
- Ability to provide and maintain accurate records of receipts/revenue
- Ability to obtain security badges for all employees working in secure/hold area, as required by the Transportation Security Administration (TSA)

### **PREPARATION OF PROPOSALS**

By submitting a proposal, the Proposer acknowledges the pre-proposal site visit and the opportunity to become familiar with: (1) the post-security restaurant; (2) the local conditions the food and beverage operations; and (3) the contract documents, including Advertisement for Request for Proposals, and Minimum Standards, and any other contract documents that may be on file in the Airport Authority Office ("Contract Documents"). By submitting a Proposal, the Proposer hereby proposes to furnish all the labor, equipment (other than that expressly identified in the Agreement), inventory, supplies, products, and services necessary to operate the food and beverage concessions at the designated site (set forth in Exhibit A), in accordance with the said Contract Documents, for the sums and terms set forth in the proposal.

Failure to read the Request for Proposal and these instructions will be at the proposer's own risk.

Proposals must be received in the offices of the CRAA by 2 PM EST, September 3rd, at 4100 Capital City Boulevard, Lansing, MI 48906. Proposals should be plainly marked: "PROPOSAL FOR CONCESSIONS OPERATOR."

Corrections and/or modifications received after the Closing Time specified will not be accepted.

A company representative authorized to bind the Proposer/firm contractually must sign the proposal. Signature on the included Experience Record form will indicate the firm's agreement to be governed by the Capital Region Airport Authority and its Rules and Regulations and Minimum Standards and to comply with the Contract Documents and all Terms and Conditions set forth in this solicitation. The proposer must sign his/her proposal correctly and in ink. If an individual offers the proposal, his/her name, office, and Post Office address must be provided. If offered by a corporation, the person signing the proposal must give the name of the State and the business address of the President, Secretary and Treasurer. Anyone signing a proposal as agent must file legal evidence of his/her authority to do so, and that his/her signature is binding upon the firm or partnership.

Proposers must complete and return the entire Request for Proposal packet. Once all proposals have been received, opened, and recorded, oral interviews may be conducted with firms who submit proposals determined to be reasonably susceptible of being selected for award. However, proposals may be accepted without such discussions, at the Authority's option.

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the proposer. The Authority assumes no liability for any costs incurred by

proposers throughout the entire selection process.

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the Authority and will not be returned.

## PROPOSAL

The proposal should include:

- 1–2-page cover letter briefly addressing each of the qualifications above
- Resume for the proposed manager and his/her contact information.
- Company profile to include a brief overview of the company's history, including number of years the company has been in operation, location of headquarters, industry experience, location of other operations with an emphasis on airport experience.
- Form A – Proposer Information.
- Form B – Operations, menus, and pricing structure.
- Form C – Cleaning and Maintenance.
- Form D – Acknowledgment.
- Form E – Respondent Checklist.
- Evidence/copy of applicable licenses, including food and beverage preparation and sale.
- Evidence of insurance coverage [Exhibit C]
- Management and Operation Plan which includes general operations, human resources and staffing, customer service management, and inventory and cash control systems.
- Proposed financial consideration to be given to the Authority.
- Financial projections for CRAA.
- Financial information including a balance sheet and income statement prepared by an independent Certified Public Accountant for the past three (3) fiscal years.
- Provide at a minimum, three (3) operating references, preferably from other airports.
- Must use a point of sale (POS) system.
- Sample monthly gross revenue report to be provided to the Authority.
- Any other information which the company may deem necessary.

## **MODIFICATION, WITHDRAWAL, DUPLICATIONS**

Modification of proposals already submitted will be permitted, provided such modification is in writing and transmitted to the Airport prior to Closing Time. Such modification shall not reveal the amounts in the original or revised proposal.

Any proposer may withdraw his/her proposal prior to the Closing Time, but no proposal shall be withdrawn after Closing Time. Negligence or mistakes on the part of the Proposer shall not constitute a right to withdraw after Closing Time. Any proposal received after Stated Closing Time will be rejected and returned unopened.

If more than one proposal is offered by one party, all such proposals shall be returned unopened. If duplicate proposals are not discovered until after opening, such duplication shall be cause for immediate rejection of such proposals. A party who has quoted prices to a proposer is not thereby disqualified from quoting prices to other proposers or from submitting a direct proposal on his/her own behalf.

## **EVALUATION CRITERIA AND CONTRACT AWARD**

All properly completed proposals will be reviewed and a recommendation will be made to the CRAA Board of Directors. A formal presentation prior to accepting any proposal may be requested.

The following criteria shall be considered upon the evaluation of proposals. Selection will be based on the best judgment in seeking the highest and best quality of services utilizing the following criteria as a guide:

**Design and Concept** - Proposer must provide an overall concept, including the variety and types of food and beverages to be offered. Emphasis will be placed on food quality, local flare, variety, menus, and pricing.

**Financial Ability** - Proposer must be capable of providing financing to operate and manage a high-quality concession. Proposers should provide a business financial statement, business plan, and financial references.

**Financial Consideration**- Proposer should provide either a proposed concession agreement or proposed management agreement.

**Experience** - Proposer should provide evidence of its ability to operate a high-quality food and beverage concession in an airport or similar type setting. A listing of at least three operating references is required (airport experience is preferred).

**Management and Operation Plan** - Proposer should provide a plan demonstrating its ability to effectively provide local management that will oversee the daily operations while maintaining a strong working relationship with Proposer's corporate operations.

**Marketing Strategy** - Proposer must prove its ability to market and promote a program to obtain maximum patronage from the traveling public.

Following Authority approval, the successful firm shall receive a written Notice of Award. The decision shall be final and conclusive subject to approval by the Authority's Board of Directors.

The Authority will select the proposal that, in the Authority's sole judgment, is deemed the best most advantageous for the public and for the Authority.

The requirements of this proposal are for the benefit and protection of CRAA; therefore, the right is reserved by CRAA to waive any irregularities in the completion of the forms enclosed in this RFP; to accept or reject any or all proposals; and to re-advertise for proposals which will provide the best service to CRAA. Any form submitted which is incomplete, conditional, obscure, or which contains additions not called for, or irregularities of any kind, may be cause for rejection of the proposal. In the event of a default of any of the successful proposers or his/her refusal to enter into an agreement with CRAA, CRAA reserves the right to accept the proposal of the next qualified proposer.

### **OMISSIONS**

Should the Authority omit anything from this Request for Proposals which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the proposer shall seek clarification by submitting the item(s) in writing or email before 3:00 PM eastern standard time on August 20th, 2021.

Submissions should be directed to [sgiviyam@craa.com](mailto:sgiviyam@craa.com) or at CRAA, c/o Sophie Giviyam, 4100 Capital City Boulevard, Lansing, MI 48906 re Concessions Operator RFP Question/s.

**No telephone calls will be accepted.**

### **REJECTION OF PROPOSALS**

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the Authority, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the Authority, or that may be deemed irresponsible or unreliable by the Authority.

Proposers will be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

### **VERBAL AGREEMENTS**

No verbal agreements or conversation with any officer, agent, or employee of the Authority either before or after execution of the Operating Agreement shall affect or modify any of the terms, or obligations contained in any of the documents comprising this Contract.

### **ASSIGNMENT**

The Operator shall not assign or sublet the Operating Agreement, or any right, privilege, or interest thereunder, including the sale or transfer of stock in any corporation, directly or indirectly, without the written permission of the Authority.

### **EQUAL OPPORTUNITY**

The Authority is an Equal Opportunity Employer. Proposers are required to certify that the firm does not discriminate against any employee or applicant for employment on the grounds of race,

color, national origin, or sex. The Proposer shall submit a completed and signed Certificate of Non-Discrimination with the Proposal Document. See Exhibit B.

Minority and Woman Owned Businesses are encouraged to submit proposals.

The Authority will make every effort to ensure that all proposers are treated fairly and equally throughout the entire advertisement, evaluation, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

This Agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23, Subpart F pertaining to the participation of Disadvantaged Business Enterprises ("DBEs") in Airport contracting opportunities. The Company agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement covered by 49 CFR Part 23, Subpart F. For this RFP, no specific goals have been identified for DBE participation by owners, operators, agents, or suppliers, but those qualified are encouraged to participate.

**FORM A – PROPOSER INFORMATION**

Company name and mailing address as they should appear on the contract:

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Restaurant Name(s)

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Manager Name (see **Personnel**, page 4)

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Business will be operated as: ( ) Sole Proprietor ( ) Partnership

( ) Limited Liability Company (LLC) ( ) Corporation

( ) Other – Explain \_\_\_\_\_

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How long has business operated as name/type listed above?

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References - list 3 individuals or firms your firm has done business with in the past 3 years.

1. Name/Address

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Description

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Contact \_\_\_\_\_ Phone \_\_\_\_\_

Client since \_\_\_\_\_

2. Name/Address

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Description

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Contact \_\_\_\_\_ Phone \_\_\_\_\_

Client since \_\_\_\_\_

3. Name/Address

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Description

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Contact \_\_\_\_\_ Phone \_\_\_\_\_

Client since \_\_\_\_\_

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

## **FORM B – RESTAURANT OPERATIONS**

**\*\*Attach additional pages, if necessary\*\***

Describe concepts and business plan.

Describe staff uniforms/identification.

Describe hot/cold menu items (or attach menu).

What menu items are available for children?

What forms of payment do you intend to accept? Supply credit/debit card provider names.

Provide intended hours of operation.

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

## FORM C – CLEANING AND MAINTENANCE

Please list below or attach a list of all cleaning and maintenance tasks to be performed and frequency of performance (hourly, daily, weekly, monthly, semi-annually, annually).

Please provide the name and contact information for the professional firm you intend to use for semi-annual range hood cleaning:

Please provide the name and contact information for the professional firm you intend to use for annual fire suppression testing and filter cleaning:

Have you ever been cited by the Michigan Department of Health and Human Services for any health violation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe the violation, date(s) of occurrence, steps taken to correct the violation(s) and final disposition.

### THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL

#### CAPITAL BREWPORT RECOMMENDED CLEANING SCHEDULE

CLEANING LOCATION	CLEANING TOOLS						
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED
<b>COOKLINE EQUIPMENT</b>							
Work Table	WASH CLOTH, RINSE CLOTH, SOAPY WATER, SANITIZER, PAPER TOWEL, STAINLESS STEEL CLEANER	X					
Microwave Oven	1/2 CUP WHITE VINEGAR, 1/2 CUP WATER, MICROWAVEABLE BOWL, WET WIPING CLOTH, PAPER TOWEL	X					
Charbroiler	WASH CLOTH, RINSE CLOTH, SOAPY WATER, DEGREASER WIRE BRUSH OIL CLOTH	X			X	X	
Countertop Food Warmer	SOFT CLOTH, NYLON SCOURING PAD, SOAPY WATER, PAPER TOWEL	X			X		
Griddle Worktop Freezer	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH				X		
Pizza Top Refrigerator	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH	X					
Griddle	GRILL SCRAPER, GRIDDLE BRICK, SCOURING PAD, PUMICE STONE, COOKING OIL, VINEGAR, OIL CLOTH	X					
Fryer	GLOVES, SAFETY GOGGLES, VINYL APRON, DRAIN VALVE EXTENSION, SCRUB BRUSH LONG HANDLE, FRYER ROD, FRYER COIL BRUSH, STOCK POT OR LARGE STAINLESS STEEL BUCKET TO	X					
Range	GLOVES, WASH CLOTH, RINSE CLOTH, SOAPY WATER, DEGREASER, WIRE BRUSH, OIL, PAPER TOWEL	X			X		
Freezer Base	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH			X			
Convection Oven - Double Deck	GOGGLES, GLOVES, SOFT SCRUB PAD, COMMERCIAL OVEN CLEANER, SPRAY BOTTLE VINEGAR, INTERIOR RINSE WATER CLOTH, SOAPY WATER BUCKET, EXTERIOR WASH CLOTH, EXTERIOR RINSE CLOTH, PAPER TOWEL, STAINLESS-			X			

**CAPITAL BREWPORT  
RECOMMENDED CLEANING SCHEDULE**

CLEANING LOCATION	CLEANING TOOLS						
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED
<b>DISHWASH ALLEY</b>							
3-Compartment Sink and Drain Boards	SOAPY WATER BUCKET, SANITIZER BUCKET, WIPING CLOTH, SANITIZER CLOTH, STAINLESS STEEL CLEANER	X					
Dishwasher	GOGGLES, GLOVES, DELIME SOLUTION	X			X		X
Dishwasher Drain Boards	GOGGLES, GLOVES, DELIME SOLUTION	X					
Disposal	HOT SOAPY WATER, HOT WATER, DISPOSAL CLEANING SOLUTION	X	X				X
Ice Maker	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER,					X	X
Walk-In Cooler	SOAPY WATER BUCKET, RINSE WATER, SANITIZER BUCKET, WIPING CLOTHS, ISOPROPYL ALCOHOL, STIFF BRUSH, MOP WATER		X				
<b>Expo Area</b>							
Heat Lamp	PAPERTOWEL, WATER		X				
Refrigerator Back Bar	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH, PAPERTOWEL AND GLASS CLEANER				X		
Pass Thru Shelf	WASH CLOTH, RINSE CLOTH, SANITIZER, PAPERTOWEL	X					
Plating Table	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER, PAPERTOWEL, STAINLESS STEEL CLEANER	X					
<b>Bar</b>							
Beer Tower	WIPING CLOTH, RINSE CLOTH, SANITIZER, PAPERTOWEL, STAINLESS STEEL	X					X
Drip Pan	HOT WATER BUCKET, CHEMICAL TO BREAK DOWN BUILDUP IN LINES	X					

**CAPITAL BREWPORT  
RECOMMENDED CLEANING SCHEDULE**

CLEANING LOCATION	CLEANING TOOLS						
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED
Underbar Ice Bin	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS	X					
Underbar Drain Board	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS	X					
Underbar Dump Sink	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS, CHEMICAL TO BREAK DOWN BUILDUP IN LINES	X					
Underbar Sink with Bottle Rail	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS	X					
Underbar Sink Drain Boards	SOAPY WATER BUCKET, SANITIZER BUCKET, WIPING CLOTH, SANITIZER CLOTH, STAINLESS STEEL CLEANER	X					
Blender	3-COMPARTMENT SINK WITH DEEP BASINS, SOAPY WATER, RINSE WATER, SANITIZER WATER, DRAINBOARD	X					
Soda Hoses	MAINTAINED BY THE DISTRIBUTOR						X
Soda Dispensers and Holders	3-COMPARTMENT SINK WITH DRAINBOARDS, SOAPY WATER, RINSE WATER, SANITIZER WATER, WIPING	X					
Bar Service Station Ice Bin	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER	X					
Front Bar and Die Wall	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER,	X					
Refrigerated Display Case	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH, PAPERTOWEL, GLASS CLEANER		X				

**CAPITAL BREWPORT  
RECOMMENDED CLEANING SCHEDULE**

CLEANING LOCATION	CLEANING TOOLS						
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED
<b><u>Kitchen General</u></b>							
Flooring	BROOM, DUST PAN, DECK BRUSH, MOP, MOP BUCKET, SOPAY WATER SOLUTION, SQUEEGEE, SANITIZER WIPING CLOTH	X					
Walls	WIPING CLOTHS, SOAPY WATER BUCKET, RINSE WATER BUCKET, STAINLESS STEEL CLEANER		X				
Ceiling	DUSTING TOOLS, STEP LADDER, TWO PEOPLE				X		X
Work Tops	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER	X					
Cutting Boards	WIPING CLOTHS, SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER WATER BUCKET, DISHMACHINE	X					
Hood Systems Cook Line	TARP OR DROP CLOTH, DEGREASER, WIPING CLOTHS, GREASE RECEPTACLE, SOAPY WATER BUCKET, RINSE WATER BUCKET, 3-COMPARTMENT SINK OR		X				X
<b><u>Dining Room</u></b>							
Seating	WASH CLOTH, RINSE CLOTH, SOAPY WATER BUCKET, RINSE WATER BUCKET, PAPERTOWEL (DO NOT UTILIZE THE CLEANING TOWELS FOR ANY OTHER TASK WHILE BEING USED TO CLEAN	X					
Table Tops	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER	X					
Flooring	BROOM, DUSTPAN, MOP, MOP BUCKET, VACUUM	X					
Walls	WIPING CLOTHS, SOAPY WATER BUKET, RINSE WATER BUCKET, PAPERTOWEL, STAINLESS STEEL CLEANER			X			
Windows	WIPING CLOTHS, SOAPY WATER BUKET, RINSE WATER BUCKET, WINDOW CLEANER, PAPERTOWEL	X					

**CAPITAL BREWPORT  
RECOMMENDED CLEANING SCHEDULE**

CLEANING LOCATION	CLEANING TOOLS						
		DAILY	WEEKLY	MONTHLY	QUARTERLY	ANNUALLY	AS NEEDED
*Use only chemicals that are approved by the FDA for kitchen use (food contact surfaces)							
*Stainless steel cleaner must be water NOT petroleum based							
*Provide test strips too monitor the concentration of an approved sanitizer							

## CAPITAL BREWPORT - CLEANING PROCESS

CLEANING LOCATION	CLEANING TOOLS	CLEANING PROCESS
<b>COOKLINE EQUIPMENT</b>		
Work Table	WASH CLOTH, RINSE CLOTH, SOAPY WATER, SANITIZER, PAPER TOWEL, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Wash the table- top with soapy water</li> <li>2. Rinse with cloth to remove soap</li> <li>3. Spray or wipe with sanitizer and allow sanitizer to set on tabletop according to the Sanitizer instructions.</li> <li>4. Spray with an approved stainless-steel cleaner (only after the approved sanitizer application time)</li> </ol>
Microwave Oven	1/2 CUP WHITE VINEGAR, 1/2 CUP WATER, MICROWAVEABLE BOWL, WET WIPING CLOTH, PAPER TOWEL	<ol style="list-style-type: none"> <li>1. Add ½ cup white vinegar and ½ cup water to microwave safe bowl</li> <li>2. Heat the mixture to a boil</li> <li>3. Turn the microwave off and leave the door shut for five to ten minutes (steam will loosen food residue)</li> <li>3. Wipe the interior of the microwave with damp cloth to remove food particles and dry with a paper towel</li> </ol>
Charbroiler	WASH CLOTH, RINSE CLOTH, SOAPY WATER, DEGREASER WIRE BRUSH OIL CLOTH	<ol style="list-style-type: none"> <li>1. Bring to high heat in order to burn off any drip or leftover food particles</li> <li>2. Turn off the unit and allow it to cool</li> <li>3. Use a wire brush to remove food particles from the burner while it is warm</li> <li>4. Wipe burners with soapy water to clean or use an approved degreaser to remove heavy duty buildup</li> <li>5. <b>Rinse off burners to remove soapy water or degreaser with a damp rinse cloth</b></li> </ol> <p><b>QUARTERLY</b></p> <ol style="list-style-type: none"> <li>1. Season the burners to prevent rusting by coating the burners with oil- Use a spray bottle or an oil-soaked paper towel- Use a clean paper towel to remove excess oil</li> <li>2. <b>Heat the grill for about 15 minutes to bake the oil into the grates</b></li> </ol> <p><b>MONTHLY</b></p> <ol style="list-style-type: none"> <li>3. Flip the lava rock <b>monthly</b> to burn off any accumulated grease</li> </ol> <p><b>Cleaning the unit exterior</b></p> <ol style="list-style-type: none"> <li>1. Wipe with soapy water or degreaser to remove food particles. Rinse off soapy water and degreaser with rinse cloth</li> <li>2. Remove the drip tray empty the particles then wash with soapy water and or the degreaser and rinse with a damp wiping cloth</li> <li>3. Wipe down the exterior of the unit with soapy water then remove soapy with a rinse cloth (approved stainless-steel cleaner)</li> </ol> <p><b>AVOID: EXCESS WATER</b></p>

<b>COOKLINE EQUIPMENT</b>		
Countertop Food Warmer	SOFT CLOTH, NYLON SCOURING PAD, SOAPY WATER, PAPER TOWEL	<ol style="list-style-type: none"> <li>1. Unplug the unit</li> <li>2. Empty the water basin of the unit.</li> <li>3. Wipe with a soapy water cloth and nylon scrubber</li> <li>4. Rinse and dry with paper towel.</li> <li>5. Wipe the exterior of the unit with soapy water</li> <li>6. Wipe with rinse water to remove soap</li> <li>7. Wipe with paper towel to remove excess water</li> <li>8. Apply approved stainless-steel cleaner</li> </ol> <p><b>Delime unit</b></p> <ol style="list-style-type: none"> <li>1. Follow instructions provided by manufacture</li> <li>2. Allow to soak</li> <li>3. Gently scrub to remove buildup</li> <li>4. Rinse to remove chemical</li> </ol>
Griddle Worktop Freezer	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH	<ol style="list-style-type: none"> <li>1. Remove food storage pans and shelving</li> <li>2. Unplug unit and allow temperature to rise to room temperature</li> <li>3. Wash Rinse and Sanitize food storage pans and shelving</li> <li>4. Wipe down interior and exterior of the unit including the door gaskets with soapy water</li> <li>5. Remove soap by wiping with rinse water</li> <li>6. Spray or wipe down interior, exterior and gaskets of the unit with sanitizer</li> <li>7. Allow sanitizer to set according to manufactures instructions</li> <li>8. Use the stainless-steel cleaner on the clean exterior of the unit</li> </ol>
Pizza Top Refrigerator	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH	<ol style="list-style-type: none"> <li>1. Remove food storage pans and shelving</li> <li>2. Wash Rinse and Sanitize food storage pans and shelving</li> <li>3. Wipe down interior and exterior of the unit including the door gaskets with soapy water</li> <li>4. Remove soap by wiping with rinse water</li> <li>5. Spray or wipe down interior, exterior and gaskets of the unit with sanitizer</li> <li>6. Allow sanitizer to set according to manufactures instructions</li> <li>7. Use the stainless-steel cleaner on the clean exterior of the unit</li> </ol>

COOKLINE EQUIPMENT		
Griddle	GRILL SCRAPER, GRIDDLE BRICK, SCOURING PAD, PUMICE STONE, COOKING OIL, VINEGAR, OIL CLOTH	<ol style="list-style-type: none"> <li>1. Apply Griddle cleaner (for the best results-preheat the griddle to 300-350F)</li> <li>2. Scrub the griddle surface with a griddle scouring pad, brick/pumice stone, making small concentric circles</li> <li>3. Scrape the cleaner into a grease trough and discard</li> <li>4. Turn off the griddle</li> </ol> <p><b>Or</b></p> <ol style="list-style-type: none"> <li>5. While the griddle is hot, pour ½ cup-1 cup of cooking oil (fryer oil also acceptable) onto the griddle surface</li> <li>6. Scrub the griddle surface with a griddle brick/pumice stone, making small concentric circles until the surface is clean</li> <li>7. Scrape the oil into the grease trough and discard. Turn the griddle off.</li> <li>8. Pour ½ cup of vinegar onto the griddle (DO NOT ALLOW IT TO POOL)</li> <li>9. Scrape the vinegar into the grease trough</li> <li>10. Rinse or wipe the surface with a damp cloth</li> <li>11. Rub the surface with a rag soaked in cooking oil to polish and season the steel.</li> </ol> <p><b>Clean the grease trough</b></p> <ol style="list-style-type: none"> <li>1. Discard the contents of the grease trough</li> <li>2. Wash Rinse and Sanitize the trough</li> </ol>
Fryer	GLOVES, SAFETY GOGGLES, VINYL APRON, DRAIN VALVE EXTENSION, SCRUB BRUSH LONG HANDLE, FRYER ROD, FRYER COIL BRUSH, STOCK POT OR LARGE STAINLESS STEEL BUCKET TO CATCH OIL	<ol style="list-style-type: none"> <li>1. Turn off thermostat. Let oil cool to 150F. Put on Safety goggles and vinyl apron</li> <li>2. Remove Baskets and hangers and the tank racks</li> <li>3. Drain the grease using the drain valve extension-slowly open the valve to release oil.</li> <li>4. Remove debris from the interior with a wiping cloth or abrasive brush</li> <li>5. Use a fryer rod to clean out the drainline</li> <li>6. Rinse the fryer with a hot water to wash away grease buildup</li> <li>7. Empty fryer</li> <li>8. Brush fryer using coil brush to clean hard to reach places-between flumes and along the sides</li> <li>9. Rinse again with more hot water to wash away loosened debris</li> <li>10. Empty fryer</li> <li>11. Fill fryer with hot water and use an approved fryer degreaser. Turn on the thermostat for 15-20 minutes. (Check degreaser instructions for cleaning)</li> <li>12. Drain the cleaning solution</li> <li>13. Conduct a final hot water rinse to remove left over cleaning chemicals</li> </ol> <p><b>Clean Baskets, Hangers, and Tank Racks</b></p> <ol style="list-style-type: none"> <li>1. Spray with degreaser allow equipment to soak</li> <li>2. Wash Rinse and Sanitize</li> </ol>

COOKLINE EQUIPMENT		
Range	GLOVES, WASH CLOTH, RINSE CLOTH, SOAPY WATER, DEGREASER, WIRE BRUSH, OIL, PAPER TOWEL	<ol style="list-style-type: none"> <li>1. Bring to high heat in order to burn off any drip or leftover food particles</li> <li>2. Turn off the unit and allow it to cool</li> <li>3. Remove burners</li> <li>4. Use a wire brush to remove food particles from the burner while it is warm.</li> <li>5. Wipe burners with soapy water to clean or use an approved degreaser to remove heavy duty buildup.</li> <li>6. Rinse off burners to remove soapy water or degreaser with a damp rinse cloth.</li> <li>7. Season the burners to prevent rusting by coating the burners with oil. Use a spray bottle or an oil-soaked paper towel. Use a clean paper towel to remove excess oil.</li> <li>8. Heat the grill for about 15 minutes to bake the oil into the grates.</li> </ol> <p><b>Cleaning the unit</b></p> <ol style="list-style-type: none"> <li>1. Wipe with soapy water or degreaser to remove food particles. Rinse off soapy water and degreaser with rinse cloth.</li> <li>2. Remove the drip tray empty the particles then wash with soapy water and or the degreaser and rinse with a damp wiping cloth.</li> <li>3. Wipe down the exterior of the unit with soapy water then remove soapy with a rinse cloth. An approved stainless-steel cleaner.</li> </ol> <p><b>AVOID: EXCESS WATER</b></p>
Freezer Base	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH	<ol style="list-style-type: none"> <li>1. Remove soiled food storage pans, and food items</li> <li>2. Unplug unit and allow temperature to rise to room temperature</li> <li>3. Wash rinse and sanitize food storage pans</li> <li>4. Wipe down interior and exterior of the unit including the door gaskets with soapy water</li> <li>5. Remove soap by wiping with rinse water</li> <li>6. Spray or wipe down interior, exterior and gaskets of the unit with sanitizer</li> <li>7. Allow sanitizer to set according to manufactures instructions</li> </ol>
Convection Oven - Double Deck	GOGGLES, GLOVES, SOFT SCRUB PAD, COMMERCIAL OVEN CLEANER, SPRAY BOTTLE VINEGAR, INTERIOR RINSE WATER CLOTH, SOAPY WATER BUCKET, EXTERIOR WASH CLOTH, EXTERIOR RINSE CLOTH, PAPER TOWEL, STAINLESS-STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Remove the racks from the oven</li> <li>2. Activate the oven's self-cleaning cycle</li> <li>3. Allow cycle to run complete process</li> <li>4. Rub down the interior with a baking soda paste and spray with vinegar to dissolve hardened grime</li> <li>5. Let the baking soda paste with vinegar set for 1 hour on warm</li> <li>6. Wipe out the interior with rinse water cloth</li> <li>7. Let the oven cool</li> <li>8. Wipe down the exterior of the oven with soap and water</li> <li>9. Rinse the exterior with rinse cloth</li> <li>10. Dry with paper towels</li> <li>11. Apply Stainless Steel cleaner</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>1. Remove the racks from the oven</li> <li>2. Turn on hood system to reduce chemical fumes</li> <li>3. Apply oven cleaner per manufactures instructions</li> <li>4. Scrub using a soft abrasive pad</li> <li>5. Wipe clean using rinse water cloth (remove every trace of oven cleaner)</li> <li>6. Let the oven cool</li> <li>7. Wipe down the exterior of the oven with soap and water</li> <li>8. Rinse the exterior with rinse cloth</li> <li>9. Dry with paper towels</li> <li>10. Apply Stainless Steel cleaner</li> </ol>

DISHWASH ALLEY		
3-Compartment Sink and Drain Boards	SOAPY WATER BUCKET, SANITIZER BUCKET, WIPING CLOTH, SANITIZER CLOTH, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Remove items from the drainboards and empty all three sink basins</li> <li>2. Use the sink sprayer to rinse off the drainboards and remove debris from the sink basins</li> <li>3. Use soapy water and cloth from the soap water bucket to wash off the drainboards and sink basins</li> <li>4. Use the sprayer to remove soap from the drainboards and sink basins</li> <li>5. Wipe the drainboards and sink basins with sanitizer water (allow the sink and drainboards to air dry according to the sanitizer specifications)</li> </ol>
Dishwasher Drain Boards	GOGGLES, GLOVES, DELIME SOLUTION	<ol style="list-style-type: none"> <li>1. Rinse the inside and outside of the dishwasher with plain water to remove any food debris</li> <li>2. Rinse the drainboards of the dishwasher to remove food debris</li> <li>3. Turn off machine</li> <li>4. Drain the machine</li> <li>5. Remove parts of the machine to be cleaned as per the machine specifications (remove rack guide, wash and rinse arms, scrap basket, scrap screen)</li> <li>6. Wash the interior of the machine and drainboards with soapy water</li> <li>7. Wash the removable parts in the 3-compartment sink to remove debris</li> <li>8. Return removable parts to dishwasher</li> <li>9. Wipe down exterior of the dishwasher and drainboards with rinse water</li> <li>10. Spray or wipe down drainboards with sanitizer (air dry per sanitizer specifications)</li> </ol> <p><b>Delime dishwasher</b></p> <ol style="list-style-type: none"> <li>1. Turn off and drain dishwasher</li> <li>2. Remove debris left in dishwasher</li> <li>3. Unhook chemical supply lines</li> <li>4. Turn on Dishmachine and fill with fresh water</li> <li>5. Add deliming solution once machine is full (per Delime solution specifications)</li> <li>6. Press delime button</li> <li>7. Allow machine to run for a time (according to Dishmachine specifications or degree of lime build up)</li> <li>8. Stop the machine – check inside to verify lime deposits have been removed</li> <li>9. Reconnect chemical supply lines</li> <li>10. Refill machine with fresh water</li> <li>11. Begin washing dishes</li> </ol>
Disposal	HOT SOAPY WATER, HOT WATER, DISPOSAL CLEANING SOLUTION (SUPPLIER)	<ol style="list-style-type: none"> <li>1. Run hot soapy water through the disposal</li> <li>2. Run hot water through the disposal</li> <li>3. Run chemical cleaning solution through the disposal</li> </ol>
Ice Maker	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER, WIPING CLOTH	<ol style="list-style-type: none"> <li>1. Turn off the ice machine</li> <li>2. Turn off the water supply to ice machine</li> <li>3. Empty the machine and throw out all the ice</li> <li>4. Remove the parts of the machine to be cleaned as per machine specifications</li> <li>5. Wash Rinse and Sanitize removable parts</li> <li>6. Wash Rinse and Sanitize the interior bin</li> <li>7. Allow the sanitizer to set in the interior bin for the time specified in the sanitizer instructions</li> <li>8. Rinse the interior with hot water</li> <li>9. Turn on the ice machine</li> <li>10. Turn on the water supply</li> <li>11. Discard the first batch of ice</li> </ol> <p>*CLEAN THE UNIT AS OFTEN AS NEEDED DEPENDING ON THE BUILD UP OF MOLD AND MILDEW</p>

DISHWASH ALLEY		
Walk-In Cooler	SOAPY WATER BUCKET, RINSE WATER, SANITIZER BUCKET, WIPING CLOTHS, ISOPROPYL ALCOHOL, STIFF BRUSH, MOP WATER	<ol style="list-style-type: none"> <li>1. Add isopropyl alcohol to hot soapy water (add alcohol as the water cools to prevent freezing)</li> <li>2. Clean evaporator and condensing coils- Use a stiff brush and soapy water</li> <li>3. Wipe down crease of door gaskets</li> <li>4. Wipe down shelving</li> <li>5. Mop up food debris and spills under shelving</li> </ol>
EXPO AREA		
Heat Lamp	PAPERTOWEL, WATER	<ol style="list-style-type: none"> <li>1. Turn off the fixture</li> <li>2. Let the light cool</li> <li>3. Dampen a paper towel and wipe the outside of the light canister</li> </ol>
Refrigerator Back Bar	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH, PAPERTOWEL AND GLASS CLEANER	<ol style="list-style-type: none"> <li>1. Remove food items and shelving</li> <li>2. Unplug unit and allow temperature to rise to room temperature</li> <li>3. Wash rinse and sanitize the interior of the unit</li> <li>4. Wash Rinse and Sanitize the shelving by placing them in the dishwasher or 3-compartment sink</li> <li>5. Wipe down interior and exterior of the unit including the door gaskets with soapy water</li> <li>6. Remove soap by wiping with rinse water</li> <li>7. Spray or wipe down interior, exterior and gaskets of the unit with sanitizer</li> <li>8. Allow sanitizer to set according to manufactures instructions</li> <li>9. Utilize an approved Stainless-steel cleaner</li> <li>10. Dampen a paper towel with glass cleaner and wipe glass (avoid contact with food and food contact surfaces)</li> </ol>
Pass Thru Shelf	WASH CLOTH, RINSE CLOTH, SANITIZER, PAPERTOWEL	<ol style="list-style-type: none"> <li>1. Wash the pass thru with soapy water</li> <li>2. Rinse with cloth to remove soap</li> <li>3. Spray or wipe with sanitizer and allow sanitizer to set on tabletop according to the Sanitizer instructions.</li> </ol>
Plating Table	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER, PAPERTOWEL, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Wash the table-top with soapy water</li> <li>2. Rinse with cloth to remove soap</li> <li>3. Spray or wipe with sanitizer and allow sanitizer to set on tabletop according to the Sanitizer instructions.</li> <li>4. Spray with an approved stainless-steel cleaner (only after the approved sanitizer application time)</li> </ol>
BAR AREA		
Beer Tower	WIPING CLOTH, RINSE CLOTH, SANITIZER, PAPERTOWEL, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Wipe the exterior of the beer tower with a soapy cloth</li> <li>2. Rinse the exterior of the beer tower with a rinse cloth</li> <li>3. Dampen a paper towel with sanitizer and wipe the exterior of the beer tower</li> <li>4. Spray paper towel with an approved stainless-steel cleaner (only after the approved sanitizer application time) and wipe down the exterior of the tower</li> <li>5. CONTRACT A BEER LINE CLEANER TO MAINTAIN THE BEER LINES ROUTINELY</li> </ol>

BAR AREA		
Drip Pan	HOT WATER BUCKET, CHEMICAL TO BREAK DOWN BUILDUP IN LINES	<ol style="list-style-type: none"> <li>1. Slowly dispense hot water into the drip pan to flush out liquids and beer in the pan and pan drain line</li> <li>2. Slowly dispense approved chemical to break down build up in the drip pan drain line</li> <li>3. CONTRACT A BEER LINE CLEANER TO MAINTAIN THE BEER LINES ROUTINELY</li> </ol>
Underbar Ice Bin	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS	<ol style="list-style-type: none"> <li>1. Flush ice bin with hot water until all ice has melted and drained away</li> <li>2. Flush the bin with warm soapy water</li> <li>3. Wipe down interior with soapy water cloth</li> <li>4. Flush the ice bin with hot rinse water (remove all soap)</li> <li>5. Flush the ice bin with sanitizer water</li> <li>6. Allow the bin to air dry (the sanitizer is to set in the interior bin for the time specified in the sanitizer instructions)</li> </ol>
Underbar Drain Board	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS	<ol style="list-style-type: none"> <li>1. Flush the drain board with hot water</li> <li>2. Flush the bin with warm soapy water</li> <li>3. Wipe down the drain board with soapy water cloth</li> <li>4. Flush the drain board with hot rinse water (remove all soap)</li> <li>5. Flush the drain board with sanitizer water</li> <li>6. Allow the drain board to air dry (the sanitizer is to set in the interior bin for the time specified in the sanitizer instructions)</li> </ol>
Underbar Dump Sink	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS, CHEMICAL TO BREAK DOWN BUILDUP IN LINES	<ol style="list-style-type: none"> <li>1. Remove debris from the sink</li> <li>2. Flush the Dump Sink with hot water</li> <li>3. Flush the Dump Sink with warm soapy water</li> <li>4. Wipe down the Dump Sink with soapy water cloth</li> <li>5. Flush the Dump Sink with hot rinse water (remove all soap)</li> <li>6. Flush the Dump Sink with sanitizer water</li> <li>7. Allow the Dump Sink to air dry (the sanitizer is to set in the interior bin for the time specified in the sanitizer instructions)</li> </ol>
Underbar Sink with Bottle Rail	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER, WIPING CLOTHS	<ol style="list-style-type: none"> <li>1. Remove items from the bottle rail</li> <li>2. Flush the Sink with hot water</li> <li>3. Flush the Sink with warm soapy water</li> <li>4. Wipe down the Sink with soapy water cloth</li> <li>5. Wipe down the Bottle Rail with soapy water cloth</li> <li>6. Flush the Sink with hot rinse water (remove all soap)</li> <li>7. Wipe down the Bottle Rail with rinse cloth</li> <li>8. Flush the Sink with sanitizer water (the sanitizer is to set in the Sink for the time specified in the sanitizer instructions)</li> <li>9. Wipe down the Bottle Rail with sanitizer cloth (allow the Bottle Rail to air dry-the sanitizer is to set on the Bottle Rail for the time specified in the sanitizer instructions)</li> </ol>
Underbar Sink Drain Boards	SOAPY WATER BUCKET, SANITIZER BUCKET, WIPING CLOTH, SANITIZER CLOTH, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Remove items from the drainboards and empty all three sink basins</li> <li>2. Rinse off the drainboards and remove debris from the sink basins</li> <li>3. Use soapy water and cloth from the soap water bucket to wash off the drainboards and sink basins</li> <li>4. Rinse the drainboards and sinks to remove soap from the drainboards and sink basins</li> <li>5. Wipe the drainboards and sink basins with sanitizer water (allow the sink and drainboards to air dry according to the sanitizer specifications)</li> </ol>

BAR AREA		
Blender	3-COMPARTMENT SINK WITH DEEP BASINS, SOAPY WATER, RINSE WATER, SANITIZER WATER, DRAINBOARD	<ol style="list-style-type: none"> <li>1. While in use clean rinse blender after each service and allow to air dry</li> <li>2. While in use Wash Rinse and Sanitize between mixes that may cause an allergic reaction</li> <li>3. While in use the Blender must be Washed Rinsed and Sanitized every 4 hours</li> <li>4. Before Washing Rinsing and Sanitizing disassemble the blender so that all removable parts may be thoroughly Washed Rinsed and Sanitized.</li> <li>5. Allow the Blender to air dry or utilized a disposable paper towel to dry the unit for immediate use or storage</li> <li>6. Wash Rinse and Sanitize the exterior portion of the unit</li> </ol>
Soda Hoses	MAINTAINED BY THE DISTRIBUTOR	
Soda Dispensers and Holders	3-COMPARTMENT SINK WITH DRAINBOARDS, SOAPY WATER, RINSE WATER, SANITIZER WATER, WIPING CLOTHS, GLOVES	<ol style="list-style-type: none"> <li>1. Disassemble the dispenser nozzle and holders</li> <li>2. Place the nozzles in the 3-compartment sink to be Washed Rinsed and Sanitized</li> <li>3. Allow the nozzles to air dry – store them in a manner that will allow them to drain properly</li> <li>4. Using gloves re-assemble the nozzles after drying</li> <li>5. Place the holder in the 3-compartment sink to be Washed Rinsed and Sanitized</li> <li>6. If the holders do not disassemble clean the holder in place with the soapy water cloth, rinse water cloth and the sanitizer cloth</li> <li>7. Let the holder air dry</li> </ol>
Bar Service Station Ice Bin	HOT WATER BUCKET, SOAPY WATER BUCKET, HOT RINSE WATER, SANITIZER WATER,	<ol style="list-style-type: none"> <li>1. Flush ice bin with hot water until all ice has melted and drained away</li> <li>2. Flush the bin with warm soapy water</li> <li>3. Wipe down interior with soapy water cloth</li> <li>4. Flush the ice bin with hot rinse water (remove all soap)</li> <li>5. Flush the ice bin with sanitizer water</li> <li>6. Allow the bin to air dry (the sanitizer is to set in the interior bin for the time specified in the sanitizer instructions)</li> </ol>
Front Bar and Die Wall	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER,	<ol style="list-style-type: none"> <li>1. Wash the bar top and die wall with soapy water</li> <li>2. Rinse with cloth to remove soap</li> <li>3. Spray or wipe with sanitizer and allow sanitizer to set on bar top and wall according to the Sanitizer instructions.</li> </ol>

GENERAL MAINTENANCE ITEMS		
Refrigerated Display Case	SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER BUCKET, WASH CLOTH, RINSE CLOTH, SANITIZER CLOTH, PAPERTOWEL, GLASS CLEANER	<ol style="list-style-type: none"> <li>1. Remove food items and shelving</li> <li>2. Unplug unit and allow temperature to rise to room temperature</li> <li>3. Wash rinse and sanitize the interior of the unit</li> <li>4. Wash Rinse and Sanitize the shelving by placing them in the dishmachine or 3-compartment sink</li> <li>5. Wipe down interior and exterior of the unit including the door gaskets with soapy water</li> <li>6. Remove soap by wiping with rinse water</li> <li>7. Spray or wipe down interior, exterior and gaskets of the unit with sanitizer</li> <li>8. Allow sanitizer to set according to manufactures instructions</li> <li>9. Dampen paper towel with glass cleaner and clean the glass on the interior and exterior (avoid touching food or food contact surfaces)</li> </ol>
FLOOR (TILE)	BROOM, DUST PAN, DECK BRUSH, MOP, MOP BUCKET, SOPAY WATER SOLUTION, SQUEEGEE, SANITIZER WIPING CLOTH	<ol style="list-style-type: none"> <li>1. Sweep the floor to remove all debris</li> <li>2. Fill mop bucket with soapy water and deck brush</li> <li>3. Scrub the floor with the deck brush to clean grout and remove stains</li> <li>4. Refresh mop bucket water and submerge mop with clean head</li> <li>5. Mop the floor -be sure to avoid creating puddles</li> <li>6. Mop up excess water</li> <li>7. Allow the floor to dry</li> </ol> <p><b>Or</b></p> <p><b>Power Wash</b></p> <ol style="list-style-type: none"> <li>1. Sweep floor to remove debris</li> <li>2. Remove garbage bins and items that sit low and may be contaminated by the spray residual from the high-powered nozzle.</li> <li>3. Use the floor squeegee to direct excess water to appropriate floor drains</li> <li>4. Allow the floor to dry</li> <li>5. Wipe down splash on low lying equipment using sanitizer</li> </ol>
WALLS	WIPING CLOTHS, SOAPY WATER BUCKET, RINSE WATER BUCKET, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Wipe down walls using soapy water throughout kitchen and dining room</li> <li>2. Remove soapy water with rinse water</li> <li>3. On backsplashes that are stainless steel apply the cleaner after Washing, Rinsing, and drying</li> </ol>
CEILING	DUSTING TOOLS, STEP LADDER, TWO PEOPLE	<ol style="list-style-type: none"> <li>1. Utilize the dusting tool or dry cloth to remove dust from ceiling corners, and ventilation ducts.</li> <li>2. Utilize a step ladder in cases where the tool cannot reach the ceiling effectively</li> <li>3. Always have a partner to hold the ladder and supervise</li> </ol>
WORKTOPS	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER	<ol style="list-style-type: none"> <li>1. Wash the table- top with soapy water</li> <li>2. Rinse with cloth to remove soap</li> <li>3. Spray or wipe with sanitizer and allow sanitizer to set on tabletop according to the Sanitizer instructions.</li> </ol>
CUTTING BOARDS	WIPING CLOTHS, SOAPY WATER BUCKET, RINSE WATER BUCKET, SANITIZER WATER BUCKET, DISHMACHINE	<ol style="list-style-type: none"> <li>1. Remove excess debris and food from the cutting board</li> <li>2. Wash the cutting board (both sides)</li> <li>3. Rinse the cutting board with rinse water (both sides)</li> <li>4. Sanitize the cutting board with sanitizer water (both sides) and prop the board up to effectively dry both sides</li> <li>5. The cutting board should be smooth and easily cleanable * If the board is deeply scored and stained it may need to be planned to create a smooth easily cleanable surface</li> </ol>

GENERAL MAINTENANCE ITEMS		
VENTILATION HOOD SYSTEM	TARP OR DROP CLOTH, DEGREASER, WIPING CLOTHS, GREASE RECEPTACLE, SOAPY WATER BUCKET, RINSE WATER BUCKET, 3-COMPARTMENT SINK OR DISHMACHINE	<ol style="list-style-type: none"> <li>1. Unplug the ventilation hood</li> <li>2. Place a drop cloth or tarp over the cleaning area</li> <li>3. Discard the grease into the designated receptacle</li> <li>5. Wash Rinse and Sanitize the grease collecting receptacles</li> <li>6. Remove the baffle filters and soak in a soapy water or degreaser</li> <li>7. Wash the exterior of the hood using degreaser</li> <li>8. Replace the washed and dried baffle filters (DO NO LEAVE GAPS OR SPACES BETWEEN THE FILTERS)</li> <li>9. Replace grease collecting receptacles</li> <li>10. Contact commercial contractor for a complete service as grease and build up are collecting in the interior of the ventilation system.</li> </ol> <p>THE HOOD SYSTEM IS A VERY INVOLVED AND HEAVY TASK THAT SHOULD BE HANDLED BY EXPERTS TRAINED TO CLEAN COMMERCIAL VENTILATION SYSTEMS. REGULAR MAINTENANCE OF YOUR VENTILATION SYSTEM COULD PREVENT DANGEROUS FIRES AND EXHAUST ISSUES. DEPENDING ON THE DEGREE OF USE THE COMMERCIAL SERVICE WILL BE ABLE TO DECIPHER HOW OFTEN YOUR SYSTEM SHOULD BE CLEANED.</p>
<b>DINING ROOM</b>		
SEATING (DINING ROOM)	WASH CLOTH, RINSE CLOTH, SOAPY WATER BUCKET, RINSE WATER BUCKET, PAPERTOWEL (DO NOT UTILIZE THE CLEANING TOWELS FOR ANY OTHER TASK WHILE BEING USED TO CLEAN SEATS)	<ol style="list-style-type: none"> <li>1. Remove food and debris from seat</li> <li>2. Wipe with soapy water cloth</li> <li>3. Rinse with rinse cloth</li> <li>4. Dry with paper towel or extra drying cloth WHILE WIPING SEATS DO NOT USE THE CLEANING UTENSILS FOR ANY OTHER TASK</li> </ol>
TABLE TOPS (DINING ROOM)	WASH CLOTH, RINSE CLOTH, SANITIZER, SOAPY WATER, RINSE WATER, SANITIZER WATER	<ol style="list-style-type: none"> <li>1. Remove dishware, utensils, and excess debris from table</li> <li>2. Wash the table- top with soapy water</li> <li>3. Rinse with cloth to remove soap</li> <li>4. Spray or wipe with sanitizer and allow sanitizer to set on tabletop according to the Sanitizer instructions.</li> <li>5. While being utilized to wipe tabletops - DO NOT USE THIS CLOTH TO WIPE SEATS, FLOORS, OR WALLS</li> </ol>
FLOORING (DINING ROOM)	BROOM, DUSTPAN, MOP, MOP BUCKET, VACUUM	<ol style="list-style-type: none"> <li>1. Remove food debris from the floor and floor corners with broom and dustpan. <ol style="list-style-type: none"> <li>a. <input type="checkbox"/> <b>Tile:</b> remove chairs and other dining room items so that the entire tile floor can be cleaned and scrubbed with deck brush <ul style="list-style-type: none"> <li>-mop entire floor with soapy water</li> <li>-mop the entire floor with rinse water (do not leave excess water puddles)</li> </ul> </li> <li>b. <input type="checkbox"/> <b>Carpet:</b> vacuum remove chairs and other dining room items so that the vacuum can reach the entire carpeted floor</li> </ol> </li> </ol>
WALLS (DINING ROOM)	WIPING CLOTHS, SOAPY WATER BUKET, RINSE WATER BUCKET, PAPERTOWEL, STAINLESS STEEL CLEANER	<ol style="list-style-type: none"> <li>1. Wipe down walls using soapy water throughout the dining room</li> <li>2. Remove soapy water with rinse water</li> <li>3. On backsplashes that are stainless steel apply the cleaner after Washing, Rinsing, and drying</li> </ol>
WINDOWS (DINING ROOM)	WIPING CLOTHS, SOAPY WATER BUKET, RINSE WATER BUCKET, WINDOW CLEANER, PAPERTOWEL, SQUEEGEE	<ol style="list-style-type: none"> <li>1. Wipe down windows using soapy water throughout the dining room</li> <li>2. Remove soapy water with rinse water</li> <li>3. Use paper towels to remove excess water</li> <li>4. Spray with window cleaner and wipe with paper towel</li> </ol>

**FORM D – ACKNOWLEDGMENT**

The undersigned, having carefully read and considered the Request for Proposals for the Capital Region International Airport Restaurant Concessions, does hereby offer to perform such services, in the manner described and subject to the terms and conditions set forth in the attached Request for Proposals.

The undersigned gives permission for Capital Region Airport Authority to contact business references provided in this proposal, and any others for whom the undersigned has performed work.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, anti-competitive agreement, or other type of anti-competitive activities between themselves and any other interested party, in restraint of free competition.

Proposer Business Name

\_\_\_\_\_

Address \_\_\_\_\_

Authorized Representative Signature

\_\_\_\_\_

Print Name & Title

\_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

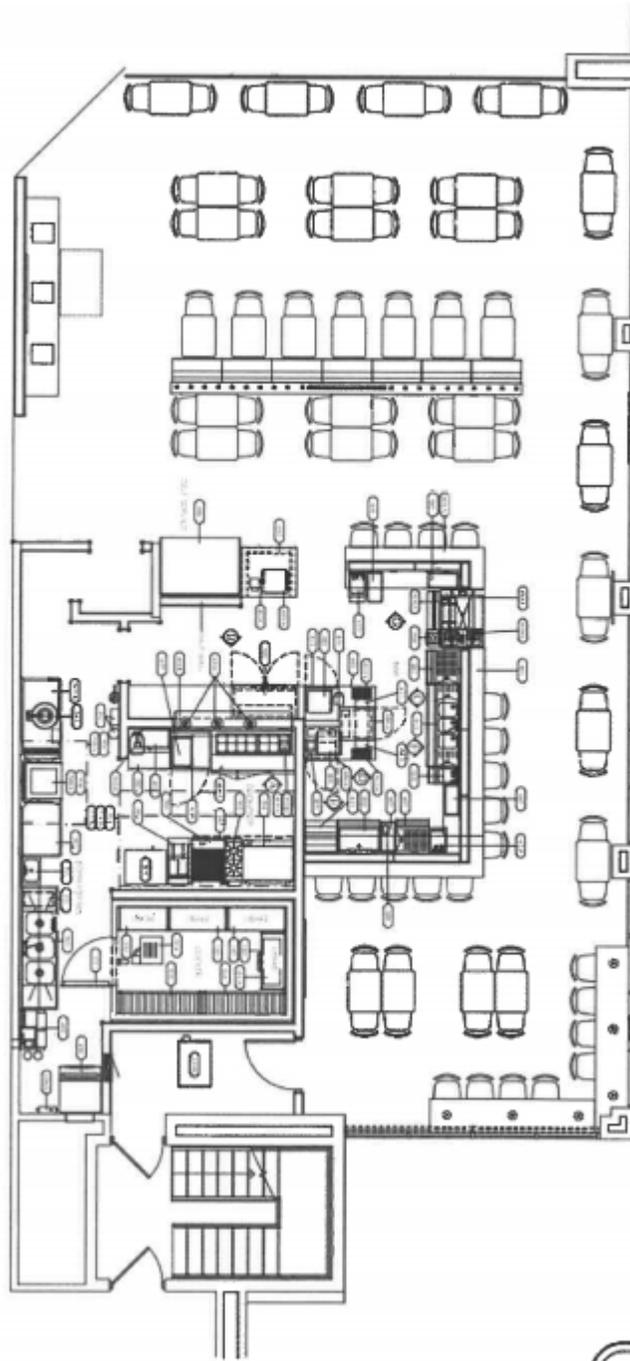
**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

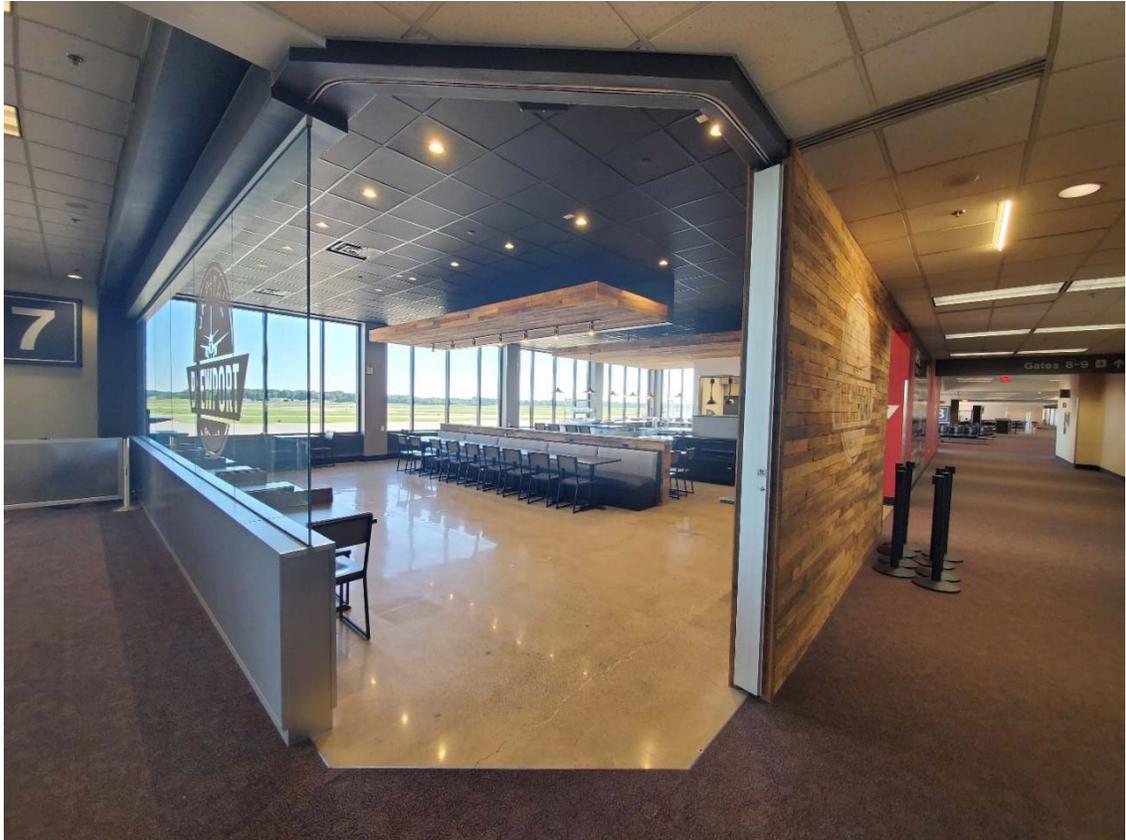
## **FORM E – RESPONDENT CHECKLIST**

- Cover Letter
- Form A – Proposal Information and sketch/photos showing space arrangements
- Form B – Restaurant Operations
- Form C – Cleaning and Maintenance
- Form D – Acknowledgment
- Form E – Respondent Checklist
- Evidence/copy of applicable licenses for food and beverage preparation and sale.
- Financial statements, such as corporate income statements, individual tax returns, or other evidence of financial history/stability, for the past three (3) years
- Sample format of gross receipts report
- Acknowledgment of Addendum/Addenda
- Evidence of Insurance

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL**

**Exhibit "A" – ASSIGNED SPACE**









**Exhibit "B"**

**CERTIFICATE OF NON-DISCRIMINATION**

By Submission of Proposal for Food Concessions at Capital Region International Airport, the Proposer/Contractor/sub-contractor certifies that he/she does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin, or gender.

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(Contractor's Name)

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(Signature)

(Date)

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(Printed or Typed Name and Title of Individual Signing for Contractor)