

**Airport Reimbursement Process
for
COVID-19 Cleaning & Sanitization Activities**

Procurement Process

Airport Authorities has an immediate opportunity to submit interest in receipt of passed supplemental appropriation received by TSA (\$54 million (M)) to address sanitization efforts associated with COVID-19 related requirements.

Procurement process will result in an Other Transaction Agreement (OTA) being issued to airports that provide the items below to REMDTasking@tsa.dhs.gov.

1. Data Universal Number System (DUNS) Identifier
2. System for Award Management (SAM) (Active Registration) (All Awards)
3. TAX ID Number
4. Airport Authority Primary and Secondary Points of Contact (Name, Title, Airport, Address, Phone and Email).
5. Written certification that the required services are in response to COVID-19 and in accordance CDC and local health department guidelines
6. Email from the TSA Federal Security Director (FSD) staff documenting that Airport Authority has coordinated the cleaning/sanitization services with him/her and provides his/her approval.
7. Detailed Description of COVID-19 related janitorial/sanitization services and TSA spaces which are being serviced.

For example:

Example 1: Disinfecting of the TSA checkpoint (1,524 sq. ft.), including all areas that could have been touched/impacted by a passenger (i.e., tables, hand rails, and other touch points using disinfectants).

Example 2: Additional terminal cleaning in response to COVID19 pandemic: Electrostatic spraying/fogging of TSA Security Checkpoint/Checked Baggage Areas (37,605 sq. ft.) with a hospital grade sanitizer.

8. Price Quote/Documents for services:
 - a. For cleaning/sanitization services being contracted with a vendor, provide the vendor's invoice for services received or the vendor's quote for the services to be received and include square footage for TSA airport spaces. Ensure contractor invoices or quotes include the labor categories used and rates.
 - b. For cleaning/sanitization services being performed by the airport authority, include the price breakdown of the hours quoted, the rates charged and the TSA square footage. Please include documentation for any hourly rates quoted such as payroll records for any employee labor categories quoted.
 - c. If the airport is charging TSA for TSA percentage of Airport costs, include the square footage of the airport and of TSA space(s) is to be included.
9. Period of performance: please provide the period of performance for the services (i.e., when services started).

Airport Authorities will be required to submit invoices per instructions that will be outlined in the OTA to receive payment.