



Bishop International Airport • FNT

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REQUEST FOR PROPOSALS

FOR

SECURITY SYSTEMS

MAINTENANCE, REPAIR AND SUPPORT SERVICES

Date:

SEPTEMBER 14, 2021



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ADVERTISEMENT FOR PROPOSALS

Sealed proposals from appropriately qualified security systems integrators, capable of providing services as provided in the Project Scope, will be received at the time and place indicated below, and will be evaluated in accordance with the conditions stated in the Request For Proposals (RFP) package.

PROJECT SPONSOR: Bishop International Airport Authority (BIAA)

PROJECT SCOPE: Perform preventative maintenance, repair, and support services, including moving, adding and changing equipment for the Avigilon integrated Access Control Manger and Control Center and associated hardware, and the Honeywell Panic Alarm system to ensure continuous full functionality.

LICENSE AND CERTIFICATION: State of Michigan licensed security alarm systems contractor
Certified Avigilon Partner (preferred)

RFP PACKAGES: May be picked up starting Tuesday, September 14, 2021 at:

Bishop International Airport Authority
Main Terminal - Administrative Office
G-3425 West Bristol Road
Flint, Michigan 48507

8:00 a.m. to 5:00 p.m., Monday through Friday, closed Holidays.

OR Downloaded from the web at: <https://www.bishopairport.org/business-fnt/business-opportunities/public-notices-bid-opportunities>

NOTE: In order to receive any addendums or changes, PROPOSERS WHO DOWNLOAD CONTENT FROM THE WEBSITE MUST EMAIL THE AIRPORT OF THEIR INTENT TO PROVIDE A PROPOSAL.

CONTACT PERSON: Lisa Benjamin, C.M.

Manager of Security Operations

Email: lbenjamin@bishopairport.org

Subject: RFP Security Systems Maintenance, Repair and Support Services

PRE-BID MEETING: A mandatory pre-bid meeting will be hosted by Bishop International Airport on Tuesday, September 21, 2021, 10:00 a.m. in the Sharp Conference Room.

PROPOSAL SUBMISSION DEADLINE: Sealed proposals will be received by BIAA Administration Office by Friday, October 15, 2021, 5:00 p.m. Eastern Standard Time. ANY BIDS RECEIVED AFTER THE SPECIFIED TIME WILL NOT BE CONSIDERED.

Dated and Signed at Flint, County of Genesee, Michigan this 13 day of September 2021.

Owner/Authority: Bishop International Airport Authority

By: _____
Lisa Benjamin, C.M.
Manager of Security Operations

1. INSTRUCTIONS TO PROPOSERS

1.1 Invitation

The Bishop International Airport Authority (Authority) is seeking an agreement with one qualified security systems integrator to provide ongoing preventative maintenance, repair and support services, as provided in the Scope of Work for the next three (3) years, commencing on January 1, 2022 and ending December 31, 2024, with an option for two (2) additional one (1) year terms. The Proposer shall demonstrate excellence in providing preventative maintenance, repair and support services for access control and video monitoring equipment, preferably with experience with Avigilon integrated Access Control Manager and Control Center and Honeywell Panic Alarm system.

1.2 Intent

It is the intent of this Request for Proposals to define requirements in sufficient detail to secure comparable proposals. Proposals shall be in accordance with Proposal document requirements. Proposals not confirming to the requested format or not in compliance with the specifications will be considered non-responsive.

1.3 Pre-Bid Meeting

A mandatory pre-bid meeting will be hosted by Bishop International Airport on Tuesday, September 21, 2021, 10:00 a.m. At the meeting, the Authority will present an overview of the scope of services, the procurement process, and administrative requirements. Site walkthroughs will be available upon completion of the meeting. If a Bidder requires accommodations to attend the Pre-Bid or site walkthrough please email benjamin@bishopairport.org at least five (5) calendar days prior to the scheduled event.

1.4 Compliance with Law

- a. The Proposer covenants and agrees that he/she and his/her agents and employees will comply with all local, state, and federal laws, applicable national and local codes, Bishop International Airport Rules and Regulations applicable to the work to be conducted under this RFP and that he/she shall obtain all necessary permits, fees and licenses necessary for the proper execution and completion of the work, pay all required fees and taxes, and otherwise perform these services in a legal manner. Bishop International Airport Rules and Regulations are available upon request. The Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve him/her from responsibility. The successful Proposer will be required to comply, and must comply, with all laws and regulations of the Bishop International Airport Authority, State of Michigan and the United States.
- b. Proposer certifies that all material, equipment, etc., contained in his/her proposal meet all OSHA and MIOSHA requirements.

1.5 Working in a Dynamic Airport Environment



- a. The Bidder should have the ability to work in a dynamic environment and be willing to adapt to any changes due to the needs of many other on-going airport activities and airport improvement programs at BIAA. It is important to note that the Airport operational environment presents a set of unique challenges that do not exist in a typical commercial setting. For example:
 - i. The Awarded Bidder and its subcontractors will be required to comply with BIAA security policies and meet established requirements. The Awarded Bidder and its subcontractors will be responsible for all expenses incurred by BIAA for corrective action resulting from any non-compliance with Federal Aviation Administration (FAA) or the Transit Security Administration (TSA) rules or regulations.
 - ii. BIAA security badges are required to work in certain areas of airport property. The Bidder shall become knowledgeable of the badging requirements and costs.
<https://www.bishopairport.org/business-fnt/about-fnt/public-safety/badging-process>

1.6 Proposal Submission

- a. Proposals will be received by the Authority at Bishop International Airport Authority, Flint, Michigan on Friday, October 15, 2021, 5:00 p.m.
- b. Proposers may obtain RFP Documents, at no cost, from the Administrative Office of Bishop International Airport Authority (3425 W. Bristol Road, Flint, MI 48507. 810-235-6560) beginning Tuesday, September 14, 2021, during regular business hours, or downloaded at:
<https://www.bishopairport.org/business-fnt/business-opportunities/public-notice-bid-opportunities>

NOTE FOR PROPOSERS DOWNLOADING DOCUMENTS FROM THE WEBSITE: *In order to receive addendums or changes, if any, Proposers must notify the airport via email to lbenjamin@bishopairport.org of their intent to provide a proposal.*

- c. RFP Documents include: Advertisement for Proposals, Instructions to Proposers, General Conditions, Proposal Submission Checklist, Proposal Contents, Scope of Services, Evaluation of Proposal, and Contract Provisions.
- d. The Proposer will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this proposal. All materials and documents submitted in response to this proposal become the property of the Authority and will not be returned.
- e. Prior to submission, the Proposer shall carefully examine the Scope of Services and RFP Documents in order to avoid omissions or duplications. Submission of a Proposal signifies that the Proposer has reviewed the documents, has made examinations and verifications and is fully conversant with all conditions under which the work is to be performed. No claims for additional compensation will be considered or paid the successful Proposer, due to said successful Proposer's failure to be so informed. Negligence in preparation, improper preparation, errors in or omissions from Proposals shall not relieve a Proposer from fulfillment of any and all obligations and requirements of the proposed Proposal Documents.
- f. If any Proposer is in doubt as to the true meaning, spirit and/or intent of the RFP Documents, the Proposer may make request for interpretation thereof, provided said request is received by the Authority No Later Than (NLT) Wednesday, September 29, 2021, 5:00



p.m to allow sufficient time for the Authority to issue an addendum, if any. Any interpretation of the RFP Documents, if made, will be by Addendum only, duly issued to each known Proposer receiving a copy of the RFP Documents. The Authority is not responsible for any other explanations or interpretations made prior to the closing time set for receipt of Proposals. **No explanation or interpretation made orally will be considered binding.** In the event any addendums are issued, proposers shall complete and return the Acknowledgement of Addenda form with their proposal.

- g. The Authority is committed to providing all interested parties with accurate and consistent information in order to ensure that no proposer obtains an undue competitive advantage. To this end, from the date of this RFP through award of agreement, the sole Authority contact and Authority Contract Manager for Security Systems Maintenance, Repair and Support Services is:

Lisa Benjamin
Manager of Security Operations
G-3425 W. Bristol Road
Flint, MI 48507
lbenjamin@bishopairport.org

- h. If a Proposer should find discrepancies or omissions in these RFP Documents, he/she should at once notify the Manager of Security Operations of the Bishop International Airport Authority.
- i. Each Proposer shall provide one (1) original and four (4) copies of their proposal which must be submitted on forms provided, following the instructions herein and shall be delivered in sealed, opaque envelopes bearing the following inscriptions:

**SECURITY SYSTEMS MAINTENANCE, REPAIR and SUPPORT SERVICES
CONTRACT – PLEASE KEEP SEALED**

Bishop International Airport Authority
ATTN: Public Safety Department, Airport Admin
G-3425 W. Bristol Road
Flint, Michigan 48507

- j. No responsibility shall attach to the Authority, or the authorized representatives for the premature opening of any Proposal that is not properly addressed and identified.
- k. A Proposal may not be withdrawn or cancelled by a Proposer for a period of for ninety (90) days following the time and date set for receipt of proposals. A Proposer may correct or modify a Proposal by written notice received by the Authority prior to the RFP submission deadline. Any modifications must be submitted in a sealed envelope in the same manner as the proposal itself, in addition, be clearly labeled, "Modification Number ____." Each modification must be numbered in sequence, and must reference the original RFP.
- l. The Authority reserves the right to accept or reject any or all Proposals, to waive irregularities, and to accept a proposal which, in the Authority's opinion, is in its own best interests.
- m. The Award of Contract is subject to the approval of the Bishop International Airport Authority Board of Directors, and availability of funding.
- n. Any information received within the proposal will be considered part of the public record for this RFP process and a public record subject to disclosure.

1.7 Proposal Documents

- a. Negligence in preparation, improper preparation, errors in or omissions from Proposals shall not relieve a Proposer from fulfillment of any and all obligations and requirements of the Proposal.
- b. The Proposal Documents, as outlined, shall imply the inclusion of the entire agreement between the parties thereto, and the Proposer shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the Authority or by any other persons.
- c. Each Proposer shall execute the Non-Collusion Affidavit in the form herein provided, to the effect that he/she has not colluded with any other person, firm, corporation, or Authority employee, in regards to the Proposal submitted.
- d. Each Proposer shall provide one (1) original and four (4) copies of their proposal which must be submitted on forms provided.
- e. The Proposer must submit their proposal on the forms furnished by the Authority. All blank spaces in the proposal forms must be correctly filled in where indicated and the Proposer must state the price(s) in numerals. Where applicable, the unit process shall govern.
- f. Proposals shall be submitted as indicated in the "Proposal Form," indicating the full business name and address, and shall be signed in ink by an official of the firm before submitting the proposal.
- g. The Proposer shall state in writing and file with their Proposal, the number and location of the nearest service personnel, and shall also state the hours of operation of the service facility.
- h. The Proposer must supply all information required. Erasures or other changes in a proposal shall be explained or noted over the signature of the Proposer.
- i. Proposals containing reservations, conditions, omissions, unexplained erasures or alterations, or irregularities of any kind may be rejected by the Authority.
- j. The Proposal Documents, as outlined, shall imply the inclusion of the entire agreement between the parties thereto, and the Proposer shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent, or employee of the Authority or by any other persons.
- k. The successful Proposer shall assume full responsibility for all materials, workmanship, and accessories used in the equipment, whether of his/her manufacturer or by others. For all work conducted, equipment and materials manufactured and assembled in the United States are preferred.
- l. The Authority is tax exempt. Proposers shall delete from their Proposal, all State of Michigan sales taxes and any Federal Excise Taxes, a certificate will be submitted if required. The price quoted shall be for the requested services in accordance with the specifications.



- m. A complete Proposal must include the following items:
 - i. Letter of Submittal
 - ii. Executive Summary
 - iii. Organizations and Key Personnel's Experience and Qualifications
 - iv. Organizational Structure
 - v. Understanding of Scope and Approach
 - vi. Cost Proposal and Labor Rates
 - vii. Financial Capacity
 - viii. Non-Collusion Affidavit
 - ix. Proposal Affidavit
 - x. Consultant DBE Commitment Form
 - xi. Acknowledgement of Addenda(s), if issued

- n. Submission of a Proposal will be construed as a conclusive presumption that the Proposer is thoroughly familiar with the RFP Documents and Specifications and that the Proposer understands and agrees to abide in strict accordance with each and all of the stipulations and requirements contained therein.

1.8 Procurement Schedule

Action	Date
RFP Issued and Available	Tuesday, September 14, 2021
Mandatory Pre-Bid Meeting	Tuesday, September 21, 2021, 10:00 a.m.
Final Day to Submit Written Questions	Wednesday, September 29, 2021, 5:00 p.m.
Authority Staff issues response to questions	Wednesday, October 6, 2021
Proposals due by 5:00 p.m. EST	<u>Friday, October 15, 2021, 5:00 p.m.</u>
Anticipated Recommendation to Authority Board	Tuesday, October 28, 2021
Contract Start Date	Saturday, January 1, 2022

2. GENERAL CONDITIONS

2.1 Disadvantaged Business Enterprise (DBE)

- a. The requirements of 49 CFR Part 26 do not apply to this contract. It is the policy of the Authority to practice nondiscrimination based on race, color, sex, religion, age, marital status, sexual orientation, national origin, or the presence of any sensory, mental or physical disability in consideration of an award or performance of this contract. The Authority requires participation by all firms qualifying under this solicitation regardless of business size or ownership.
- b. The Authority further encourages Proposers to utilize DBE subcontractors throughout this agreement. Any anticipated DBE participation shall be listed and included in the Contractor DBE Commitment Form.

2.2 Civil Rights

In connection with the performance of work under this Proposal, the Proposer agrees as follows:

- a. In accordance with Act No. 453, Public Acts of 1976, the Bidder hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980, the Bidder hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this Bid.

2.3 Freedom of Information Act

The Authority is subject to the Freedom of Information Act, 5 U.S.C. § 552. Accordingly, notwithstanding any claim of confidentiality or that any or all of the Proposer's submittal contains proprietary information, the Proposer understands by its submission of a proposal that such proposal may be disclosed pursuant to a public records request.

2.4 Indemnification

The Proposer hereby agrees to indemnify, defend, save and hold harmless the BIAA, its officers, directors, agents, employees and representatives against any and all loss, claims or suits (including costs and attorney fees), which any or all of them may hereafter incur, be responsible for or pay out, as a result of the Bidder's or any other person's performance of the work including, without limitation, claims alleging negligence on the part of the Authority in supervision or inspection of the work or enforcement of proposal provisions; claims alleging the creation or failure to correct or warn of dangerous or hazardous conditions on or about the job site or the completed work; claims alleging lack of compliance with common law or administrative rules and regulations

relating to safety on or about the job site; and, claims alleging the failure on the part of the Bidder to provide or assure a safe place in which to work; provided, however, that said duty to defend and indemnify shall not apply:

- a. As to the Authority, in the event the claim, damage, loss, or expense is allegedly caused or is caused by the sole negligence of either the Authority or its respective agents or employees; but the duty to defend and indemnify shall apply in the event the claim, damage, loss or expense is allegedly caused or is caused by the joint or concurrent negligence of the Proposer, or their agents or employees.

Upon the filing with the Authority of a claim for damages arising out of an incident for which the Proposer agrees to indemnify, defend, save and hold the Authority harmless, the Authority shall notify the Proposer of such claim. Any final judgment rendered against the Authority, for any cause for which the Proposer is liable hereunder shall be conclusive against the Proposer as to liability and amount, provided the Authority has notified the Proposer of such claim as provided above.

2.5 Default

Default is defined as the failure of the Proposer to fulfill the obligations of the Proposal, including but not limited to, failure to deliver on time or the unauthorized substitution of articles other than those quoted and specified. In case of the default of the Proposer, the Authority may cancel the Proposal and procure the articles or services from other sources and hold the Proposer responsible for any excess costs occasioned thereby.

2.6 Insurance

To protect the Authority, the consultant for this contract shall be adequately covered with liability insurance. All required insurance must be in effect and so continue during the life of the agreement in not less than the following amounts:

- a. Workers' Compensation Insurance in compliance with the Workers' Compensation laws of the State of Michigan.
- b. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 per occurrence including bodily injury and property damage liability.
- c. Professional liability insurance.

A Certificate of Insurance showing that this minimum amount of coverage is currently in force shall be included in the Proposal package for the Proposal to be considered. Upon awarding a contract, the consultant shall provide the Authority with a certificate of insurance naming the Authority, Genesee County, and the City of Flint and their respective directors, officers, agents, appointed officials, and employees as additional insureds.

2.7 Protest Appeal Procedure

In accordance with the Authority's Purchasing Policy, a Protester may file with the Authority's Chief Executive Officer a protest about any or all of the following:

- a. Alleged defects in a Competitive Solicitation process;

- b. A contract award recommendation reached through a Competitive Solicitation process; or
- c. Award of a contract.

In order for a protest to be valid, the Protester shall file the protest prior to award of the contract to which it relates, unless the Protester did not know and could not have known of the facts giving rise to such protest prior to the contract award. In such cases, the protest must be filed within 3 business days after the award of the contract to which the protest pertains. A Protester shall be deemed to have known of the facts giving rise to its protest prior to the contract award if the Authority sent notice of the contract award recommendation to the Protester at least 5 business days prior to the award of the contract.

In order for a protest to be valid, it shall be filed in writing and include the following information:

- a. Name, address, telephone number, and email of the Protester.
- b. Description of the Competitive Solicitation to which the protest relates.
- c. A detailed statement of the legal or factual grounds, or both, for the protest. The protest shall include copies or specific reference to all documents, statutes or other materials the Protester wants the Authority to consider, and the Authority may, but need not, consider any data or material not included with or made specific reference to in the protest.
- d. A statement of relief requested by the Protester.

The contract award process shall not proceed further until the Authority makes a written determination about the merits of the protest, unless the Authority, in consultation with the General Counsel, determines in writing that:

- a. The protest does not provide sufficient information to make a determination on its merits; or
- b. Award of the contract without delay is necessary to protect the Authority's best interests.

If the Authority determines that the protest is without merit, the solicitation or contract award process may continue.

If the Authority determines that the protest is with merit, then the Authority shall recommend relief to address the protest to the Chief Executive Officer, and the Authority shall provide any relief approved by the Chief Executive Officer. No matter the outcome, the Authority shall provide the Protester with the outcome of the protest along with a description of how the Authority reached such outcome.

Failure to meet any applicable deadline for a protest shall constitute a waiver of any and all rights to protest.

3. SCOPE OF SERVICES

3.1 Overview of Requirements

The selected Contractor is required to perform all repair, support services and preventative maintenance including “Moves, Adds, and Changes” to the security Systems and associated hardware, including horns, lights, relays, switches, readers, and associated workstations owned by the Authority. Systems include but are not limited to the Avigilon Integrated Access Control Manger and Control Center, and the Honeywell Panic Alarm system (Systems). Contractor must ensure all associated software, hardware, interfaces and subcomponents are fully functional 24-hours per day, 7 days a week, throughout the term of the Contract for the sole purpose of providing proper safe and reliable security operations. The contract will be for the duration of three (3) years with the Authority. At the Authority’s option with Board approval through resolution, two (2) additional one (1) year terms may be exercised.

The Level of Service in general consist of furnishing all service, labor, materials, appliances, tools and equipment required to perform all testing, maintenance, repair and replacement services including troubleshooting and correcting hardware and software issues, maintaining the latest operating system, software, and firmware versions available from the manufacturer, programming and configuration of related interfaces, testing, trouble shooting, modifications or installations of new equipment as necessary, including regular updating of documentation to reflect related component repairs, moves, additions and changes, and maintaining an on-site spare parts inventory for all security equipment owned by the Authority. Any new equipment installed will become part of this maintenance contract.

Maintaining the latest versions of operating systems and all associated firmware and software, to achieve optimum performance is imperative to maintain system reliability and to ensure compliance with respective equipment warranties of the Systems hardware; including cameras, primary and redundant servers, six (6) stationary CPUs, monitors and all other associated equipment. It is the Contractors responsibility to constantly monitor for firmware and software updates. The Authority shall be responsible for licensing costs either independently or through the Contractor where applicable.

The Systems are critical security components required to function in support of BIAAs Airport Security Plan. Proactive monitoring of all Systems, including performance indicators to report on threshold limitations, network performance and capacity management services, and continuous troubleshooting are required. The Contractor must ensure the consistent scalability and maintainability of BIAAs security environment.

The Contactor shall provide appropriate training, covering operation, cleaning and basic maintenance of equipment installed.

3.2 Systems Assessment Report

The Contractor is required to review the Systems to verify location and status of 100% of security system and associated equipment, and document all operational and hardware deficiencies in a

Systems Assessment Report. This report must be submitted to the Authority Contract Manager for review within sixty (60) calendar days of the contract start date.

All items shall be tested to ensure they are functional. Any items not identified as deficient on this preliminary Assessment Report will be assumed to be functional. The Contractor shall include in the report, a detailed line-item testing spreadsheet identifying deficient items and recommendations for improving routine support criteria supporting the elimination of emergency maintenance situations.

The contractor is required to create and update documentation/drawings to identify correct naming convention (as applicable) and location of each System device/component it is responsible for servicing within ninety (90) calendar days of the contract start date. Contractor is required to keep these records current to reflect all moves, additions and changes throughout the duration of the contract. Records must be submitted to the Authority Contract manager for review and ownership.

3.3 Service Requirements

a. Record of Services

The contractor's employees will be required to maintain, at all times, a record of all services provided by type of service including, moves, additions and changes, repairs, preventative maintenance, and system testing. The record must include at a minimum, date, time, employee name, activity or problem descriptions, actions or resolutions, and Authority personnel requesting the service. The contractor will provide this information in a report format approved by the Authority Contract manager.

b. Monthly Service

The Contractor will perform preventative maintenance during scheduled eight hour visits, twice a month to appropriately maintain the System in accordance with manufacturer recommendations.

The System must always be adjusted and maintained in proper operating conditions in accordance with the original equipment and system manufacturers' recommended operations and maintenance manuals and procedures.

Preventative maintenance will include, but is not limited to, cleaning of equipment, replacement of aging modules, and addition of new components, updates to operating systems, software and firmware, and identification of abnormal or unacceptable conditions.

The Contractor will identify and report to Authority Contract manager all system parts, equipment and materials that are close to end of useful life and replace those from inventory in a timely manner. Contractor must report any faulty components or system malfunctions discovered during preventive maintenance immediately to Authority Contract manager.

c. Emergency Service

The Contract must include 24/7 on-demand phone/text support with secure remote access and on-site after hours support within three (3) hours of request. There will be no

compensation for mileage, travel time, or overnight accommodations. Billable hours for emergency service shall commence upon arrival at the job site.

i. Contact Call List

A personnel call list, to include a local telephone number and email address(s), must be submitted to Authority Contract manager for review within seven (7) calendar days of Authority receipt of the signed Maintenance Service Agreement Contract.

ii. System Outages

The Contractor will implement systems, internal policies and procedures to ensure all system outages are fully restored to the Level of Service on a 24-hour per day, 7-days a week basis. Update status will be provided by the Contractor to Authority hourly.

a.) **System outages and failures including interface issues:**

1. Commence trouble shooting/diagnostic evaluation of the reported or identified problem of failure within 30 minutes of notification.
2. **Resolve the reported or identified problem or failure and restore system to full functionality within two (2) hours of notification – during business hours. Notifications received after business hours, full functionality shall be within three (3) hours of notification.**

b.) During troubleshooting the Contractor will notify BIAA of

1. Summary of the problem
2. Cause of the problem (if known)
3. Recommended solution
4. Projected timeframe required to restore the service (if known)

c.) Upon resolution of problem, the contractor is required to provide a brief report to BIAA within 24 hours of completing the work stating:

1. Summary of the problem
2. Cause of the problem (if known)
3. How contractor fixed the problem
4. Materials / parts / equipment used
5. Total number of hours it took to resolve the issue

6. What the outage impact was
7. Any recommendations contractor may have to avoid similar problems in the future. Statement of proactive efforts that would eliminate the root cause of the problem(s).

d. Change of State

The Contractor will ensure that all Change of State (COS) incidents are reported by the System. The Contractor must be capable of forwarding a COS, status, or alarm information to an email server. For the purpose of this Contract, a COS is defined as an event in which the condition of the equipment components / elements (hardware, firmware, and software), a system, a situation, or respective alarm or metering indication:

- i. changes from a normal to abnormal state
- ii. changes from an abnormal to a normal state
- iii. changes from one normal state to another normal state
- iv. an incident traverses a predetermined threshold

e. Repair Service

Contractor will establish all resources, materials, and procedures to ensure that any defective equipment is replaced/repared to meet the level of service requirements stated above. Supply of materials and equipment related to the completion of the required services are to be new equipment and materials.

In the event of an equipment malfunction or failure, such equipment will be replaced, if not repairable on-site. The replacement equipment is the responsibility of the Authority and will be provided from established inventory. All repaired/replaced equipment and parts must be returned to the Authority.

If the malfunctioned equipment is not repairable on-site and a new part is not available from inventory, the Contractor must provide loaner equipment and present a price quotation to the Authority Contract Manager for the replacement cost of the defective equipment. At its sole discretion, the Authority may purchase a replacement for the defective equipment through the Contractor or other third-party supplier.

f. Spare Equipment Inventory

The contractor will, within seven (7) calendar days of commencement of contract, inventory all existing spares and submit a detailed inventory report to include:

- i. Details of existing spares including condition, quantity, etc.
- ii. A recommendation for additional spares where justifiable.

- iii. A detailed cost estimate based on actual cost to procure plus Contract approved mark-up.

The contractor must maintain the inventory report and submit an updated copy to the Authority Contract Manager when changes occur. The Authority Contract Manager or designee may approve the request for additional spares to be procured through the Contractor. If such request is approved in writing from the Authority, the Contractor will procure and deliver the spares to the Authority controlled inventory. Contractor must provide a copy of the original purchase invoice for all materials.

g. Moves, Adds, and Changes (MACs)

Contractor maintenance personnel will be required to perform, from time to time, MACs at the direction of the Manager of Security Operations. MACs are to be carried out as part of the Contractor's Base Service responsibilities. No delay or other impact on the performance of Base Service responsibilities will be allowed.

There may be instances when a MAC request cannot be handled by Contractor maintenance personnel during bimonthly visits. In that event, at the Authority's request, the Contractor will provide a separate time and materials or lump sum quote that will be subject to review and approval by the Authority prior to initiating work. All pricing will be in accordance with the hourly rates shown indicated within the Proposal. All materials quoted must be Contractor's actual cost, plus the Contract approved "materials markup". The Contractor must provide a copy of the original purchase invoice for all materials.

h. Failure to Perform

Failure of the Contractor to perform services and repairs within the required time-periods detailed above will result in a compensation deduction of \$125 for each hour after the respective time requirements until such problem or is resolved and/or system has been restored to fully operational.

The Contractor is also liable for any additional costs incurred by the Authority in restoring critical component(s) and/or the System non-resolvable by the Contractor within the allowed time. These additional cost and liquidated damages will be deducted from the monthly payment due the Contractor. These penalties may be reduced and/or waived at the discretion of the Authority.

If a problem cannot be identified and/or corrected within the maximum allowed time the Contractor may submit a written statement to the Manager of Security Operations requesting a repair time extension. If approved, the respective compensation deductions will be waived for that period of time. Waiting for a manufacturer to replace or repair equipment will be an acceptable reason for time extension or waive of compensation deductions.

If the Contractor is delayed in the performance of any of its obligations under this contract by the occurrence of an event which may not reasonably be anticipated or avoided or is otherwise beyond its control, such as fire or other casualty, acts of God, or national emergency (collectively, "unavoidable events") which materially and adversely affects its ability

to maintain the level of services required. Contractor will coordinate with the Authority in writing to affect reasonable accommodations.

3.4 Software and Licenses

For the Contractual Period, at no cost to the Authority, the Contractor is required to furnish the Authority with all manufacturer-released, developer-released, proprietary, and non-proprietary software and firmware upgrades, and respective licenses for the System. All licenses must be purchased in the name of the Authority and will be owned and assigned to the Authority.

A material quote must be provided to the Authority prior to the purchase or renewal of licenses or software support agreements.

3.5 Additional Work Request

The Authority may, during the course of this Contract, request that the Contractor perform supplemental services that are outside the requirements of the Base Services on an as-needed basis. In such an event, the Authority will provide a specific request for a separate time and materials or lump sum quote.

Additional work requests are to be carried out in addition to Base Service tasks and responsibilities. No delay or other impact on the performance of Base Service tasks and responsibilities will be tolerated. Additional work requests will be compensated at the rates listed in the Contract price schedule. All materials quoted must be Contractor's actual cost, plus the Contract approved "materials markup" and must include a copy of the Contractor's original purchase invoice for all materials.

4. CONTRACTOR RESPONSIBILITY

The Contractor must provide all safety equipment/devices, personal protective equipment and clothing as required for its employees. All equipment needed for troubleshooting/diagnostic evaluation with software available to enable the Contractor to change parameters, as well as, diagnose and troubleshoot each component or software covered by this Contract, as applicable. Service vehicles equipped, licensed, insured and approved for AOA access for use by Contractor's employees working at the Airport.

All Contractor employees, including subcontractors must, at all times, while on the job site in an official capacity be attired in a distinctive contractor provided uniform or shirt, which is acceptable to BIAA. The uniform is to have the Contractor's name easily identifiable, affixed thereon in a permanent manner. These uniforms are to be supplied and maintained by the Contractor at no cost to the Authority. As part of their uniform, the Contractor's employees must display the FNT ID media.

4.1 Employee Conduct

The Contractor's employees at all times while on the job site must conduct themselves in a professional, orderly and safe manner. Rudeness, fighting, being under the influence of alcohol and/or drugs or possessing and/or consuming alcohol and/or drugs, gambling, soliciting, stealing and any other conduct that interferes or has the potential to interfere with the Contractor's performance of its duties under this Contract, will not be permitted on the job site and will result in immediate and permanent removal from the job site of any employee engaging in such conduct.

4.2 Component Sourcing

Because of the critical nature of this system, it is essential that all components be newly manufactured and unused. To this end, the Authority reserves the right to compare new components with the current production records of the component manufacturers. Any component found to be used, or not of current production will be rejected. The Bidder will replace the component in question with an appropriate and acceptable new replacement component at his own expense. Cost for replacement components should not be included in the Bid. The Authority may elect to purchase hardware or software through Contractor upon acceptance or a written proposal.

4.3 Software / Firmware / OS Upgrades

The Contractor must keep abreast of all available OEM software, firmware, and operating system upgrades for each piece of equipment covered by this Contract. The Contractor must notify the Authority Contract Manager of all such available upgrades and with approval install upgrades.

4.4 Warranty Requirements

The Contractor shall warrant any new equipment as to the specified capacities and performance, and to be free from all defects in design, material and workmanship. All labor, transportation costs and defective parts shall be replaced free of cost. THIS GUARANTEE SHALL CONTINUE FOR THE PERIOD SPECIFIED AFTER COMMENCEMENT OF ACTUAL OPERATION OF THE EQUIPMENT, except those items of standard commercial design, which will carry the original manufacturer's standard warranty. The Contractor will perform manufacturer recommended

maintenance services to maintain system reliability and to ensure compliance with respective equipment warranties. The successful Proposer shall assume full responsibility for all materials, workmanship and accessories used in the System whether of his manufacturer or by others.

No exceptions to the guarantee requirement will be accepted.

Contractor agrees to warrant all services/work product including, but not limited to, programming, modifications, fixes, interfaces, repairs, preventative maintenance, MACs, and documentation to be free from defects, and errors in design and workmanship. Contractor must provide this warranty for a period of ninety (90) days from date of the Authority's acceptance. Upon notification from the Authority, the Contractor will correct all defects, and errors in design and workmanship found in Contractor services/work product including but not limited to programming, modifications, fixes, interfaces, preventive maintenance and documentation. It is understood all such corrections are to be completed no later than thirty-six (36) hours following the Authority's notification to Contractor.

4.5 **Documentation and Records**

The Contractor will maintain current documentation and records of the following information:

- a. Module settings and configurations
- b. System diagram
- c. Rack profile diagrams
- d. Equipment block diagrams
- e. Wiring diagrams
- f. Field test data reports
- g. Drawings depicting location of each reader and related components
- h. Service call and monthly maintenance reports – must be submitted min electronic spreadsheet format to the Authority Contract Manger. The reports must include at a minimum, the following:
 - i. Time/date of problem notification
 - ii. Name of Authority representative requesting work
 - iii. Description of the problem as reported
 - iv. Time/date of dispatch of Service Technician
 - v. Description of problem as found
 - vi. Description of problem fix applied
 - vii. Time/date of problem fix
 - viii. List any spare parts used along with its serial number

- ix. List any part removed from service along with its serial number
- x. Recommendation for future work
- xi. List of any open issues requiring resolution

Annual Systems Report – At the end of the first quarter the Contractor must submit an annual systems audit report in an approved format. Contractor must conduct a full inspection of all Systems including testing of all components and provide the Authority with recommendations for improvement for the next calendar year. Although this may be completed during a scheduled monthly visit, no delay or other impact on the performance of Base Service responsibilities will be allowed.

The Contractor must document and record all other information related to the System in addition to above. All documentation maintained by the Contractor will be owned by and provided to the Authority.

4.6 Proprietary Data

Contractor and their representatives acknowledges and accepts that, in performance of all work under the terms of the Security Systems Maintenance, Repair and Support Services Contract, the Contractor and their representatives may have access to proprietary data or confidential information that is owned or controlled by the Authority, and that the disclosure of such proprietary data or information may be damaging to the Authority, its security or third parties. The Contractor agrees that all proprietary data or confidential information provided or otherwise disclosed by the Authority to the Contractor must be held in confidence and used only the performance of its service obligations under this Contract.

The Contractor and its representatives agrees that it will not disseminate, transmit, license, sublicense, assign, lease, release, publish, post on the internet, transfer, sell, permit access to, distribute, allow interactive rights to, or otherwise make available the Proprietary Data or any part thereof to any other person, party or entity in any form or media for any purpose other than performing its obligations under this Scope of Service Contract.

4.7 Security Policies and Security Sensitive Information

Security Sensitive Information - All Contract Documents labeled as Sensitive Security Information (SSI) must be handled as defined in Title 49 CFR, Parts 15 & 1520. The Contractor must protect all documents and materials, these must not be transferred to subcontractors or others without assurances in writing that the same level of protection will be provided. Discarded documents (such as drawings) must be destroyed by cross-cut shredding or by other means rendering the document unreadable and precluding the reconstitution of the document to a readable state.

4.8 Quality Assurance

Contractor must ensure that the highest quality of work is being performed by its employees and subcontractors employed under this contract. The Authority reserves the right to review and reject the qualifications of Contractor and subcontractor employees who will be working under the Contract. The Authority reserves the right to request the removal and substitution of any personnel

working under the Contract and such request may be made without cause and at any time during the term of the Contract.

4.9 Communication with the Authority

Contractor must make reasonable efforts to respond to inquiries from the Authority Contract Manager within one (1) business day for requests for consultation, pricing and work progress status. Response to inquiries for emergency technical support shall be within thirty (30) minutes.

To accommodate technical support inquiries Contractor must provide a contact call list, to include the local telephone number(s) and email address(s) of qualified personnel to provide prompt, courteous, and informed answers to the Authority within seven (7) calendar days of Authority receipt of the signed Maintenance Service Agreement Contract.

5. EVALUATION OF PROPOSAL

5.1 Evaluation Procedure

Each proposal will be evaluated by a selection committee comprised of the Authority's staff.

The Authority reserves the right to subject high ranking Proposers to further evaluation by an invitation-only interview process conducted by the selection committee.

The proposal will be awarded based on the evaluations of Authority Staff. The proposal that best meets the Authority's needs and requirements will be recommend to the Authority's Board of Directors.

5.2 Evaluation Weighting and Scoring

The following weighting and points will be assigned to the Proposal for evaluation purposes:

	Weight %	Points
Organization and Key Personnel Experience and Qualifications	25	50
Organization Structure and Availability of Resources	20	35
Understanding of Scope and Approach	35	75
Cost Proposal and labor Rates	15	30
Administrative Requirements	5	10
Grand Total for Written Proposal	100 %	200

6. AWARD OF PROPOSAL

It is not the intent of the specifications to preclude reputable contractors from participating. It is the intent of the specifications to secure for the Authority the services which will be most suitable for its type of operation and operating conditions and intended use, taking into account such factors as initial cost, anticipated operating costs, estimated longevity, parts availability and delivery, and other factors which reasonably may be considered in undertaking a purchase of this type.

The Airport has made every effort to include enough information within this RFP for all Proposers to prepare a responsive proposal. Proposers are encouraged to submit the most comprehensive and competitive information possible. Proposals that do not respond completely or sufficiently to the evaluation criteria in this RFP may be rejected as non-responsive, or will receive correspondingly lower scores for those criteria, which may result in the proposal not scoring high enough to be further considered.

The proposal will be awarded based on the evaluations of Authority Staff. The proposal that best meets the Authority's needs and requirements will be recommend to the Authority's Board of Directors. Considerations will include the responsiveness and responsibility of the Proposer who presents a proposal that conforms to this solicitation, will be advantageous to the Authority, price, experience, and other factors as identified in the Scope of Services. It is further desired that the RFP process will establish the cost of the Contract and ensure cost competitiveness among Proposers. Unsuccessful Proposers will not automatically be notified of award results.

- a. The Authority reserves the options of; awarding this agreement in any manner most advantageous for the Authority, to accept or reject any or all proposals, award multiple agreements to more than one Proposer, to negotiate with any proposers, and to waive informalities and minor irregularities in proposals received. More than one (1) agreement may be awarded.
- b. No contract or agreement of any kind arising out of this proposal and/or negotiations shall be binding or valid against the Authority, its departments, officers, employees, or agents unless such contract or agreement is in writing and has been authorized by the Bishop International Airport Authority Board of Directors and signed by the Board Chairperson, or his designee. If awarded the proposal, the awarded Proposer agrees to have a contract start date **AS SPECIFIED**. Any deviation from this date shall be noted on the Proposal Form.

6.1 Term of Agreement

The term of any awarded agreement for Security Systems Maintenance, Repair and Support Services shall be three (3) years commencing January 1, 2022. At the Authority's option with Board approval through resolution, two (2) additional one (1) year terms may be exercised.

6.2 Contract Provisions

The contract shall be subjected to the contract provisions including: Non-Discrimination, Waiver and Breach, No Conflict, and Dispute Resolution. A complete list of the contracting provisions is included in the RFP Documents. Each Proposer is individually responsible for the careful examination of the Scope of Work, Forms, and all requirements service. The failure or omission by

any Proposer to do so shall in no way relieve any Proposer from any obligations with respect to its proposal.

6.3 Payment to Contractors

- a. The Proposer shall be paid for the project work using local Authority funds. The Authority will expedite payments to the Proposer to the degree possible.
- b. Following is the typical procedure that will be used in making payments to the Proposer.
 - i. Payments will be made on a monthly basis for the contract amount as discussed between the Authority and Proposer.
 - ii. Payment for any additional services will be paid within 30 days of completion of work to the satisfaction of the Authority.
 - iii. The making of the final payment will not relieve the Contractor from claims arising from the failure of the work to comply with the requirement of the Agreement.

6.4 Rights Reserved

In addition to all other rights reserved, the Authority reserves the following rights:

- a. To extend the date for submittal of responses.
- b. To request additional information and data from any or all Proposers.
- c. To supplement, amend, or otherwise modify the RFP through addenda issued.
- d. To cancel this RFP with or without substitution of another RFP.
- e. To reissue this RFP.
- f. To make such reviews and investigations, as it considered necessary and appropriate, for evaluation of the Proposals.
- g. To not select any Proposer if the proposed price is more than the Authority's budget for the work.
- h. To reject any Proposal in the event that the Authority's analysis of the Proposer's financial status and capacity indicates, in the Authority's judgement, that the Proposer is not able to successfully perform the work.
- i. To cancel the RFP process in the event only one Proposal is received by the deadline.
- j. To deem a Proposal non-responsive if the Authority obtains information from any reference check that reveals concerns about the Proposer's past performance or their ability to successfully perform the work.

7. CONTRACT PROVISIONS

7.1 Non-Discrimination

The consultant agrees to abide by and be in compliance with the following laws concerning to non-discrimination including the Authority's lease with the City of Flint:

- a. Title VI of the Civil Right Act of 1964
- b. City of Flint Lease provision – the consultant shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter related to employment because of such applicant's race, color, religion, national origin, ancestry, age or sex, except where a requirement as to age or sex is based on a bona fide occupational qualification.
- c. P.A. 453 of 1976 – Elliot-Larsen Civil Rights Act
- d. P.A. 220 of 1976 as amended – Persons with Disabilities Civil Rights Act

A breach in the above covenants shall be regarded as a material breach of this Agreement.

7.2 Construction of Terms

If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, that provision shall be severed and shall not affect the validity or enforceability of the remaining provisions.

7.3 Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

7.4 Entire Agreement

This Agreement, together with all Exhibits, constitutes the entire agreement and sets forth the entire agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

7.5 Dispute Resolution

If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties agree that such dispute or controversy will be arbitrated in accordance with proceedings under American Arbitration Association rules, and such arbitration will be the exclusive dispute resolution method under this Agreement within the State of Michigan. The decision and award determined by such arbitration will be final and binding upon both parties. Each parties' costs and expenses incurred in any dispute which is determined and/or settled by arbitration pursuant to this Agreement will be borne by the respective party. Except where clearly

prevented by the area in dispute it is the Proposer's responsibility to ensure it has received and reviewed all such addenda to the proposal documents. BIAA may disqualify the Proposer for any failure to acknowledge receipt of addenda. Proposers should acknowledge receipt of all addenda with their proposal.

7.6 Modification

No modification, termination or attempted waiver of this Agreement, or any provision thereof, shall be valid unless in writing signed by the party against whom the same is sought to be enforced.

7.7 Waiver of Breach

The waiver by a party of a breach of any provision of this Agreement by the other party shall not operate or be construed as a waiver of any other or subsequent breach by the party in breach.

7.8 Successors and Assigns

This Agreement may not be assigned by either party without the prior written notice of the other party. Furthermore, the benefits and obligations of this Agreement shall be binding upon and inure to the parties hereto, their successors and assigns.

7.9 No Conflict

The consultant warrants that the consultant has not previously assumed any obligations inconsistent with those undertaken by the consultant under this Agreement.

8. PROPOSAL CONTENTS

8.1 Preparation of Proposal:

Proposals shall be submitted in a 3-ring binder on eight and one-half by eleven-inch (8½" x 11") paper with tabs separating the major sections of the Proposal. The major sections of the Proposal are to be submitted in the order noted below:

- a. Letter of Submittal
- b. Executive Summary
- c. Organizations and Key Personnel's Experience and Qualifications
- d. Organizational Structure
- e. Understanding of Scope and Approach
- f. Cost Proposal and Labor Rates
- g. Financial Capacity
- h. Non-Collusion Affidavit
- i. Proposal Affidavit
- j. Consultant DBE Commitment Form
- k. Acknowledgement of Addenda(s), if issued

Proposals shall provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the Proposal, but should assist the Proposer in preparing a thorough response. Submission of prior work samples included with the proposal must be by electronic media only (preferably thumb drive) and must be in a common file format (.pdf, .doc, .jpg, .wav, .mov). Work samples that have been redacted to remove confidential information are appropriate and will be accepted, although, please ensure the sample maintains sufficient information to allow for review and evaluation by the Airport.

8.2 Letter of Submittal

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Proposer and any proposed subcontractors:

- a. Name, address, principal place of business, telephone number, and fax number/email address of legal entity or individual with whom contract would be written.

- b. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.).
- c. Location of the facility from which the Proposer would operate.
- d. Identify any current or former Airport employees employed by or on the Proposer's governing board as of the date of the Proposal or during the previous twelve (12) months.

Acknowledge that the Proposer will comply with all terms and conditions set forth in the Request for Proposal, unless otherwise agreed by the Authority.

8.3 Executive Summary

Provide an Executive Summary of the Proposal that highlights important features, qualifications, and understanding of the goals, scope, and complexity of the projects. The Executive Summary should also include a brief overview of how the Proposer meets the minimum qualification criteria set forth in the RFP and why the Proposer is the best qualified to meet the challenges associated with the Scope of Services.

8.4 Organization's and Key Personnel's Experience and Qualifications

a. Organization's Experience

The Proposal should provide detail of the Proposer organization's experience of three (3) recent service contracts. At a minimum, the information should include:

- i. Client Name and location
- ii. Client contact name, title email and telephone number
- iii. Services provided
- iv. Number of years the service was provided.

BIAA may contact client/owner to confirm Proposer's referenced experience and to verify client/owners' satisfaction with Proposer's performance. Proposer is responsible for ensuring references' contact information is accurate and up-to-date. The Authority may discard any references who do not respond to inquiry and/or background check.

b. Organization's Qualifications

The Proposal should provide the following information regarding the Proposer organization:

- i. Proposer organization's summary background
- ii. Type of services offered and provided by organization
- iii. Demonstrate experience maintaining security system operations. Provide contact information for three (3) references, preferably at least two (2) shall be airports serviced within the last five years.

c. Personnel's Experience

The Proposal shall:

- i. Provide evidence that the organization's staff have experience providing security system maintenance, repair and support services.
- ii. Include references for key personnel being proposed for this contract. Experience must show where similar repair, maintenance and support services were provided similar to the type of services described in the Scope of Services.
- iii. Provide evidence of technician's certifications and licensing. (Failure to include the required licenses, certifications and references with the proposal may render the proposal non-responsive and may result in its rejection).

The Authority reserves the right to verify the training qualifications and experience of proposed personnel. Training information of employees shall include:

- i. Name of Employee
- ii. Date of Training/Experience
- iii. Description of Training/Experience
- iv. Place of Training/Experience
- v. Proof of Training/Experience

d. Personnel's Qualifications

The Proposal shall provide the resumes for Key Personnel that include:

- i. Key personnel's name and position title
- ii. Professional license or certifications, if any
- iii. Employer name and address
- iv. Length of employment
- v. Education
- vi. Work history

8.5 Organizational Structure

Please provide the organizational chart of your company which will list all available resources for this contract. Please illustrate the quantity of trained and skilled resources available to perform the scope of services in installing, configuring, maintaining, and troubleshooting.

8.6 Understanding Scope and Approach

Provide a narrative of Proposers previously accomplished method(s) that efficiently and expeditiously maintained similar systems, preferably for the services and support noted in the Proposal.

Proposer should demonstrate how they have been proficient at performing maintenance services as recommended by respected Authority systems and equipment manufacturers. In addition, the Proposer should demonstrate in the Proposal how they have performed maintenance services to maintain system reliability and to ensure compliance with respective to equipment warranties.

Provide a narrative of how the Proposer will efficiently respond to and expeditiously accomplish any new technical system enhancement work assigned as evidenced by past experience.

8.7 Cost Proposal and Labor Rates

a. Cost Proposal and Labor Rates Form

- i. Please provide the required Cost Proposal and Labor Rates using the Authority Cost Proposal/Labor Rates Form. The Authority will not reimburse any additional itemized costs incurred (mobile phones, travel, vehicles, hotels, meals, etc.) that are necessary to perform the scope of this contract.

b. Monthly Maintenance Fees and labor Rates to be inclusive of, but not limited to:

- i. Overhead, including all field and home office administrative costs and actual costs related to badging, tools, specialized equipment, communication, supplies, transportation, preparation and negotiation of quotes and invoices, and any other miscellaneous direct or indirect costs.
- ii. Travel, including but not limited to per diem, air fares, communications, auto, lodging, meals, laundry, entertainment and any other miscellaneous direct or indirect cost.

8.8 Administrative Requirements

All documents must be original, signed documents and shall include insurance requirements and listed affidavits as included in this RFP document.



9. ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the proposal. Failure to acknowledge receipt of all addenda, if any, may cause the proposal to be considered nonresponsive.

The undersigned acknowledges receipt of the following addenda to the RFP:

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Addendum No. _____, Dated _____

Dated Company Name of Proposer: _____

Company Address: _____

Telephone Number: _____

Email Address: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____



10. CONTRACTOR DBE COMMITMENT FORM

Proposer Information		
Prime Contractor:	Vendor ID:	
Contact Person Name:	Email Address:	Phone Number:

Prime Contract Dollar Value: \$ _____

Authority Participation Goal: _____ % \$ _____

Contractor Proposed Participation: _____ % \$ _____

DBE Commitments			
<i>List the DBEs for the project. Include their MDOT Vendor Number, work code(s) being performed, and the dollar value of the proposed subcontract or purchase order.</i>			
DBE Name / Address	MDOT Vendor #	MDOT Work Code(s)	Dollar Amount
Total DBE Commitments			\$

By signing this form, the Contractor acknowledges that if they are awarded the contract, they will use the DBEs listed in DBE Commitments.

Authorized Prime Signature	Date
Authorized Prime Name	



REQUIRED BID SUBMISSION DOCUMENTS – CONTRACTOR DBE COMMITMENT FORM

RFP ~ SECURITY SYSTEMS MAINTENANCE, REPAIR AND SUPPORT SERVICES

Detail Page for DBE Subcontractors			
DBE Firm Name:			
DBE Firm Contact Person:		Prime Contractor:	
DBE Firm Address:	City:	State:	Zip:
DBE Firm Phone Number:	Email Address:		

Fully describe the type of work/service this DBE will provide and applicable Work Code(s) and/or NAICS Code(s). **Failure to provide all relevant information may result in the delay of award.**

MDOT Work Code(s)	NAICS Code(s)	Detailed Description of Work Being Performed <i>(If applicable, include location(s) of work being performed, material, type/grade/class, quantities and price)</i>	Dollar Amount for DBE Credit
<i>(Add additional pages as necessary)</i>			Total \$

Acknowledged By

By signing this commitment, we certify that the DBE firm is MDOT-certified as a DBE and is qualified in the types of work to be performed.

DBE Authorized Prime Signature	Date
Prime Contractor Authorized Prime Signature	Date



REQUIRED BID SUBMISSION DOCUMENTS – CONTRACTOR DBE COMMITMENT FORM

RFP ~ SECURITY SYSTEMS MAINTENANCE, REPAIR AND SUPPORT SERVICES

Non-DBE Commitments		
<i>(Attach copies of quotes from non-DBEs selected to do work that was quoted by DBEs)</i>		
Non-DBE Commitments	Type of Work Quoted	Committed Dollars
1.		
2.		
3.		
4.		
5.		
Total Dollars Committed to Non-DBEs		\$

DBEs Providing Quotes, But Not Selected			
<i>(Attach copies of quotes from all DBEs who quoted but who were not selected)</i>			
DBEs who quoted, but were not selected	Type of Work Quoted	Quoted Dollars	Reason not Selected
1.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
2.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
3.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
4.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
5.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
6.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)
7.			<input type="checkbox"/> Quote too high <input type="checkbox"/> Use another DBE for this work <input type="checkbox"/> Other (attach explanation)



11. BUY AMERICAN FORM

Proposer Information		
Prime Contractor:		Vendor ID:
Contact Person Name:	Email Address:	Phone Number:
Total Material Cost		Approximate US Content (%)

Component Manufacture Location, if other than United States <i>(add additional pages as necessary)</i>		
Component Description	Country	Percentage

Authorized Prime Signature	Date
Authorized Prime Name	



12. PROPOSAL AFFIDAVIT

The following affidavit must be executed in order that your Proposal may be considered.

STATE OF _____

COUNTY OF _____

_____ of lawful age, bring first duly sworn, upon his/her oath, deposes and says: That he/she executed the accompanying Proposal on behalf of the Contractor therein named, and that he/she had lawful authority so to do, and said Contractor has not directly or indirectly, entered into any agreement, expressed or implied, with any Contractor or Contractors, having for its object the controlling of the price or amount of such Proposal or any Proposals, the limiting of the Proposal of Contractors, the parceling or farming out any Contractor or Contractors, to other persons of any part of the Contract or any of the subject matter of the Proposals, or of the profits thereof, and that he/she has not and will not divulge the sealed Proposal to any person whomsoever; except those having a partnership or other financial interest with him in said Proposal, until after the sealed Proposal is opened.

Signed: _____

Subscribed and sworn to before me on this ____ day of _____, 2021

(Notary's Signature)

(Notary's Stamped or Printed Name)

Notary Public, in and for _____

County: _____

My Commission expires: _____



13. NON-COLLUSION AFFIDAVIT

The Proposer, by its officers and authorized agents or representatives present at the time of filing of this Proposal, being duly sworn on their oaths say, that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Bishop International Airport Authority, Flint, MI whereby such affiant or affiant(s) or either of them has paid or is to pay to such other proposer or public officer any sum of money, or has given or is to give to such other proposer or public officer anything of value whatever, or such affiant or affiant(s) or either of them has not directly or indirectly entered into any arrangement or agreement with any other proposer or proposers, which tends to or does lessen or destroy free competition in the letting of the Proposal sought for by the attached Proposal, that no inducement of any form or character other than that which appears on the face of the Proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the Proposal or awarding of the Proposal, nor has this Proposer any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Proposal sought by these Proposal Documents.

PROPOSING COMPANY

BUSINESS ENTITY

(Corporation-Partnership-Single Owner, etc.)

SIGNATURE: _____

TITLE: _____

DATE OF PROPOSAL: _____

Subscribed and sworn to before me on this ____ day of _____, 2021

(Notary's Signature)

(Notary's Stamped or Printed Name)

Notary Public, in and for _____

County: _____

My Commission expires: _____



14. PROPOSAL SUBMISSION CHECKLIST

The following information and documents must be submitted in the order noted below as part of the sealed proposal for the proposal to be considered responsive:

	<u>Attached or Included</u>
1. Letter of Submittal	Yes _____ No _____
2. Executive Summary	Yes _____ No _____
3. Organization's and Key Personnel's Experience and Qualifications	Yes _____ No _____
4. Organizational Structure	Yes _____ No _____
5. Understanding of Scope and Approach	Yes _____ No _____
6. Cost Proposal and Labor Rates Authority Cost Proposal/Labor Rates Form	Yes _____ No _____
7. Financial Capacity	Yes _____ No _____
8. Non-Collusion Affidavit	Yes _____ No _____
9. Proposal Affidavit	Yes _____ No _____
10. Consultant DBE Commitment Form	Yes _____ No _____
11. Acknowledgement of Addenda(s)	Yes _____ No _____
12. Certification of Insurance	Yes _____ No _____

Submission Due Date: [DATE] – [TIME]

Complete Package: Yes _____ No _____



15. AUTHORITY COST PROPOSAL/LABOR RATES FORM

The undersigned, having familiarized themselves with the scope of the Authority Security System Maintenance, Repair and Support Services Request for Proposal, hereby propose to furnish all labor, material, equipment, licensing and services required for the proper support of the System, including all addenda issued thereto, for the sum of:

Yearly cost for Maintenance, Repair and Support Services

First Year: _____	Optional Years
Second Year: _____	Fourth Year: _____
Third Year: _____	Fifth Year: _____
===== Total Bid Amount for three (3) year term	

Variable Cost Component

Markup on install and repair of components:	ACTUAL COST PLUS _____ %
Markup on factory invoice including shipping:	ACTUAL COST PLUS _____ %

Labor Rates

Pre-scheduled maintenance/installation: _____

Emergency maintenance/installation: _____

TOTAL FIXED COST PLUS TOTAL VARIABLE COST ESTIMATE: _____

Proposer Information	
Company:	Business Entity*:
Printed Name:	Title:
Signature:	Date of Proposal

*(Corporation-Partnership-Single Owner, etc.)