



## **Spokane International Airport**

### **Request for Proposals (RFP)**

for

### **Landside Snow Removal Services**

<b>Mandatory Pre-Proposal Conference</b>		
August 3, 2021 @ 1 PM (PDT) Join Zoom Meeting <a href="https://zoom.us/j/92370938099">https://zoom.us/j/92370938099</a> Meeting ID: 923 7093 8099  Dial-in Information +1 253 2158782 92370938099#		
<b>Contact Person for Questions</b>		
Questions should be directed in accordance with this RFP only to:  Andrew Barrington, C.M. Manager, Parking & Ground Transportation	<u>Telephone number:</u> (509) 455-6431  <u>Email address:</u> <a href="mailto:abarrington@spokaneairports.net">abarrington@spokaneairports.net</a>	
<b>Deadline for Submission of Questions</b>		
Questions must be submitted to the individual named above no later than: August 10, 2021 @ 4 PM (PDT)		
<b>Proposal Submission Place and Deadline</b>		
Submit one (1) electronic version of your Proposal in Adobe PDF format via email to <a href="mailto:abarrington@spokaneairports.net">abarrington@spokaneairports.net</a> .  Include "Landside Snow Removal Proposal" in the subject line of your email.	Date: August 19, 2021	Time: 10:00 AM(PDT)



The Spokane Airport Board (hereinafter the "Airport") is soliciting Proposals from qualified professional firms (hereinafter "Proposers") to provide Landside Snow Removal Services for Airport surface parking lots, Rental Car Ready/Return Area (hereinafter "RAC"), Quick Turn Around Facility (hereinafter "QTA"), Airport roadways, sidewalks, and at other specified locations at Spokane International Airport, (hereinafter "SIA").

### **Tentative Schedule**

The following is the schedule for this RFP process (which is subject to change):

<b>Date</b>	<b>Description</b>
July 23, 2021	Issuance & Advertisement of RFP
August 3, 2021 @ 1 PM (PDT)	Mandatory Pre-Proposal Meeting
August 10, 2021 @ 4 PM (PDT)	Deadline for Submission of Questions
August 13, 2021 @ 4 PM (PDT)	Deadline for Airport's Posting of Addenda/Questions
August 19, 2021 @ 10 AM (PDT)	Proposal Submission Deadline (Due Date)
Week of August 23, 2021	Review Proposals by an Internal Panel
Week of August 30, 2021	Interviews (if necessary)
September 16, 2021	Airport Execution of Contract
October 1, 2021	Commencement of Services Under the Contract

### **Term of Contract**

The Airport requires Proposers to offer the services identified in this RFP for one (1) year with the Airport's option to renew for four (4) additional one (1) year terms. The Airport reserves the right, at its sole discretion, to terminate services or continue services from one period to another.

### **Funding Source(s)**

The work to be performed will be funded with Airport General Funds.

### **Scope of Work**

The RFP is broken down into two separate Schedules. Proposers may submit proposals for either Schedule "A" only, Schedule "B" only, or both, at their option.

The Scope of Work shall include plowing snow, snow removal, and may include liquid/granular de-icing to the Airport's 3,000,000+/- square feet of parking and 250,000+/- linear feet of roadway.



1. **Staffing:** The Proposer shall supply sufficient manpower and equipment during snow removal to keep all areas open for safe vehicular and pedestrian movement.
  - a) The Proposer shall designate a supervisor or lead staff member to monitor and assess conditions, equipment, and operator actions. The designated individual will keep Airport Staff apprised on an hourly basis.
  - b) The Proposer shall have sufficient supervision, staff, and equipment to complete two (2) consecutive twelve (12) hour shifts.
  - c) The awarded Proposer shall be available to perform services 7-days a week including Holidays in accordance with the Scope of Work.
2. **Response Time Requirements:** It is understood the Proposer shall be on call on a twenty-four (24) hour basis and Airport Staff shall determine when snow removal services are required. The Proposer must be on the Premises and providing said services no later than ninety minutes (90) minutes from being notified by Airport Staff. Failure to be on the Premises within the designated ninety minutes shall result in liquidated damages being assessed against the Proposer.
3. **Communication:** Proposers are required to ensure all of Proposer's supervisors or lead staff members have the ability to communicate with Airport Staff at all times. Proposer is required to provide communication equipment that will be utilized during this contract.
4. **Snow Storage & Hauling:** Snow may be staged within Premises during a snow event, as long as drive-lanes and walkways are accessible. Snow must be hauled away to a pre-determined site from all locations before staff/equipment leave the Premises.
  - a) Proposer is required, at all times, to maintain a minimum of ten (10) foot separation between the Airport's Security Fence and parked equipment or stacked snow.
5. **Equipment Staging:** A dedicated equipment staging area, equipped with power outlets will be provided to the Proposer.
6. **Equipment Requirements:**
  - a) The Proposer shall furnish with each separate piece of equipment capable, licensed drivers in sufficient numbers to operate the equipment efficiently.
  - b) The equipment will be fully registered, insured, and capable of being legally operated under all Washington State and Federal vehicle regulations.
  - c) All vehicles used for snow removal must have the proper lights and warning signals (yellow beacons) according to OSHA and WSDOT regulations.
  - d) A listing of all equipment shall be submitted with the proposal package (See *Attachment B – Proposal Form*)



7. **Other:** Follow up plowing and clean up may be necessary when the Premises has been completed and/or after previously parked vehicles have been removed. Airport Staff will determine whether follow up plowing is needed.
8. **Property Damage:** All damages, such as harm to trees, shrubs, lights, curbs, landscape, sprinkler systems, hydrants, street signs, structures, or any other part of the SIA property, must be repaired by Proposer within one (1) month after the end of the season, which is April 15th of each contract year. All repairs must be inspected and approved by Airport Staff before final payment is made.

**Schedule “A”:** The following Locations and Equipment are required for the Schedule “A” Scope of Work.

1. **Locations:** Snow is to be cleared from all the following areas:
  - a) Airport Parking Lots
  - b) RAC/QTA
  - c) Other Common Use Areas and Roadways (as assigned)
2. **Equipment:** The Proposer must furnish all equipment, along with drivers/operators, necessary to spread salt, plow/haul snow, ice, sleet, and/or hail from designated roadways, parking lots, sidewalks, walkways, and other common use areas and roadways.
  - a) The Proposer must own, lease, or have immediate access to the following equipment:
  - b) Additional equipment listed below may be requested at the Airport’s discretion.

Schedule “A” Minimum Equipment	Quantity
Front End Loader, Rubber Tire (2-4 yard bucket)	3
Equipment with 10’ Plow & w/ 1.5-2.5 yard dry spreader (V-box) *	2
Equipment with 10’ Snow Pusher Box Blade	5
15-Yard Dump truck for hauling snow	2

*\*SIA will provide materials (i.e. salt, sand, liquid deicer, etc.) for dry spreaders and liquid applicators*

3. **Additional Personnel:** The Proposer shall supply two (2) additional personnel to perform hand shoveling work at the direction of the Airport as needed.



**Schedule “B”:** The following Locations and Equipment are required for the Schedule “B” Scope of Work.

1. **Locations:** Snow is to be cleared from all of the following areas:
  - a) Airport Parking Lots
  - b) RAC/QTA
  - c) Airport roadways, including, but not limited to Airport Drive, Flint Road, Spotted Road, Flightline Boulevard, Pilot Drive and Will D. Alton Drive
  - d) Various sidewalks in the Terminal and Parking areas
  - e) Other Common Use Areas and Roadways (as assigned)
  
2. **Equipment:** The Proposer must furnish all equipment, along with drivers/operators, necessary to spread salt, plow/haul snow, ice, sleet, and/or hail from designated roadways, parking lots, sidewalks, walkways, and other common use areas and roadways.
  - a) The Proposer must own, lease, or have immediate access to the following equipment:
  - b) Additional equipment listed below may be requested at the Airport’s discretion.

Schedule “B” Additional Equipment	Quantity
Front End Loader, Rubber Tire (2-4 yard bucket)	3
Equipment with 10’ Plow & w/ 1.5-2.5 yard dry spreader (V-box) *	2
Equipment with 10’ Snow Pusher Box Blade	5
15-Yard Dump truck for hauling snow	3
Road Truck w/ 12’ Plow and 5-7 yard dry spreader *	2
Road Truck w/ 12’ Plow and 1000 gallon liquid applicator *	1
Sidewalk Equipment w/ 5’ Plow and 50 gallon liquid applicator *	1
Sidewalk Equipment w/ 5’ Plow and 500 lb. capacity spreader *	1

\* SIA will provide materials (i.e. salt, sand, liquid deicer, etc.) for dry spreaders and liquid applicators

3. **Additional Personnel:** The Proposer shall supply two (2) additional personnel to perform hand shoveling work at the direction of the Airport as needed.



## Evaluation Criteria

The Airport will evaluate Proposals received based on the following evaluation criteria and will score Proposals up to the maximum number of points as noted for each evaluation criterion. The Proposer must include in its Proposal the information noted in the evaluation criteria and must demonstrate how the firm meets the evaluation criteria.

Evaluation Criteria	(Max. Points)
1) <u>Proposal Information Form:</u> The Proposal Information Form, included in Attachment A to this RFP, must be completed, submitted, and signed as part of your Proposal.	<u>10</u>
2) <u>Cover Letter:</u> A cover letter expressing interest, addressing, at a minimum, the following:  a) <u>Executive Summary:</u> A high-level executive summary of your firm's relevant qualifications and experiences, as well as the relevant experiences of key staff proposed for this project in performing similar services. b) <u>Firm Size and Workload:</u> Outline the size of your firm and discuss your capability to manage a project of this size and scope within the identified time frame, relative to your current workload. c) <u>Finances:</u> Discuss your firm's financial and organizational stability.	<u>10</u>
3) <u>Relevant Experience &amp; Staffing:</u> Demonstrated expertise and experience in Snow Removal Services. Include in the discussion the following items:  a) Demonstrate a minimum of 5 years of verifiable experience in providing such services. Specifically, note services provided for airports and the sizes of those airports for which the services were provided. b) Describe the staff performing the work as outlined in this RFP that demonstrates relevant experience from other projects, including but not limited to the equipment, Superintendent, and personnel that will perform the Scope of Work outlined in this RFP.	<u>30</u>
4) <u>References:</u> At least three references from previous clients for similar work completed by your firm. Cited references should include the project name, reference name, title, project role, and current contact telephone number. Refer to the Reference Checks section of this RFP for information about how reference checks will be used in the evaluation process.  a) Include in you references work done for other Airports or Airport Authorities, briefly describing the scope and timing of the engagement	<u>15</u>
5) <u>Proposed Cost:</u> The proposed cost of the firm for providing requested services as outlined in the Scope of Work - USE ATTACHMENT B - The Airport reserves the right to negotiate the cost with the selected firm.	<u>30</u>
6) <u>Organization of Submission Requirements</u>	<u>5</u>
<b>Total Points</b>	<b>100</b>



## Interviews

Proposers may be required to participate in an interview with and/or make a presentation to the selection committee and/or other Airport personnel with the date and time to be determined. In the event of interviews, the Airport will establish evaluation criteria and weighting for each criterion that will be added to the scores received for the written Proposals as part of making a final selection decision.

The Airport may allow Proposers to participate in a virtual interview, if necessary.

## Submission Requirements

**Pre-Proposal Meeting:** Those interested in responding to the Request for Proposals (RFP) are required to participate in the Pre-Proposal Conference on the date, time, and at the place indicated on page 1 of this RFP.

**Proposal Submission Deadline:** Submit one (1) electronic version of your Proposal in Adobe PDF format by email to [abarrington@spokaneairports.net](mailto:abarrington@spokaneairports.net) and include "Landside Snow Removal Proposal" in the subject line of the email. Proposals must be received by the Airport no later than the deadline noted on page 1 of this RFP. Proposals must be delivered to the email address indicated on page 1 of this RFP.

**Late Proposals:** Proposals will not be accepted by the Airport after the date and time specified on page 1 of this RFP. If a Proposal is delivered after the Proposal submission deadline, the Proposal will not be accepted or considered and will be returned to the Proposer unopened. The Airport will not be liable for delays in delivery of Proposals. Proposals must be sent via email to the Contact Person noted on page 1 of this RFP. No oral, fax, telegraphic, or telephonic proposals will be accepted. Proposers are responsible for ensuring that the Airport receives the Proposal at the designated location by the deadline stated on page 1 of this RFP.

### **Submission Requirements:**

- The Proposals should be in an 8 1/2" by 11" format, using a minimum 12 point type size.
- The Airport will not review or evaluate Proposals that are in excess of the RFP page number limitation specified below.



**Organization of Proposals:** Proposals must address each of the evaluation criteria in this RFP in a clear, comprehensive, and concise manner. Proposals must include an index, each section must be separated with a blank page, (blank pages are not considered as a page for the purpose of any page limitations) labeled by the response to specific evaluation criteria, and addressed in the same order as included in the RFP. Proposals should be prepared as simply as possible and provide a straight-forward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. To this end, complete and concise Proposals shall not exceed twenty (20) pages.

**Clear and Responsive Proposals:** The Airport has made every effort to include enough information within this RFP for a firm 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 considered further.

**Questions About RFP:** Questions regarding this RFP should be addressed solely to the individual identified on page 1 of this RFP. Questions must be asked before the deadline indicated on page 1 of this RFP. The Airport may determine that a Proposal is non-responsive if the Proposer has had contact with any other representative of the Airport.

**Addenda:** Oral communications and emails from the Airport, its staff, agents, Airport members, employees, or outside advisor, or any other person associated with this RFP shall not be binding on the Airport and shall in no way modify any provision of the RFP. Only formally issued addenda shall modify the terms of this RFP. Any addenda issued for this RFP will be published at the following website address:

<https://business.spokaneairports.net/rfp/>

Proposers are responsible for checking the website before the submission of Proposals for any addenda. If you are unable to download the addenda, you may contact the individual noted on page 1 of this RFP. Receipt of addenda must be acknowledged by Proposers on the Proposal Information Form that must be submitted with the Proposal.





## **Selection Process**

**Selection Process:** The Proposals will be reviewed by an evaluation committee and the highest-rated firms may be invited to an interview. The selected firm will be invited to enter into negotiations with the Airport. If the Airport and the selected firm cannot agree on terms that are fair and reasonable, the Airport may terminate negotiations and enter into negotiations with the next highest rated firm.

**Rights Reserved:** The Airport reserves the following rights:

1. To waive as an informality any irregularities in Proposals and/or to reject any or all Proposals.
2. To extend the date for submittal of responses.
3. To request additional information and data from any or all Proposers.
4. To supplement, amend, or otherwise modify the RFP through addenda issued.
5. To cancel this RFP with or without the substitution of another RFP.
6. To reissue the RFP.
7. To make such reviews and investigations, as it considers necessary and appropriate for evaluation of the Proposals.
8. To not select the highest rated firm if the proposed price is more than the Airport's budget for the work.
9. To reject any Proposal in the event that the Airport's analysis of the Proposer's financial status and capacity indicates, in the Airport's judgment, that the firm is not able to successfully perform the work.
10. To cancel the RFP process in the event only one Proposal is received by the deadline.
11. To establish a revised deadline for submission of Proposals in the event only one Proposal is received by the deadline.
12. To award specific portions of the Scope of Services (Schedule A or B), or to award based on the needs of the Airport.

**Reference Checks:** The Airport reserves the right to conduct reference checks for firms submitting Proposals, either before or after Proposals have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about a firm's past performance or their ability to successfully perform the contract to be executed based on this RFP, the Airport may, at its sole discretion, select a different firm who's reference checks to validate the ability of the firm to successfully perform the contract to be executed based on this RFP. In conducting reference checks, the Airport may include itself as a reference if the firm has performed work for the Airport, even if the firm did not identify the Airport as a reference, and may conduct reference checks with others not identified by the Proposer.



## **Protest and Appeal Procedures**

**Deadline for Protest:** The following deadlines for filing protests and appeals based on this RFP shall apply:

1. First-level (RFP): Any protest related to the requirements of this RFP must be received by the RFP Contact Person noted on page 1 no later than three (3) business days before the proposal submittal deadline.
2. Second-level (Award): Any protest related to the award of a contract based on this RFP or protest of a decision by the Airport to reject a Proposal must be received by the person named as the Contact Person noted on page 1 of this RFP within three (3) business days after notification to the protesting party that it was not awarded a contract or its Proposal was rejected.

### **Form and Manner of Filing:**

1. In Writing: All protests and appeals must be in writing, signed, and specify the reasons and facts upon which they protest or appeal is based. Failure to raise any reason or fact upon which the protest or appeal is based shall constitute a waiver and/or forfeiture of such reason or fact for protest or appeal.
2. All protests and appeals must be filed with the Spokane International Airport, addressed to the attention of the person named as the Contact Person on page 1 of this RFP at 9000 W Airport Dr., Spokane, WA 99224.

### **Airport's Review of Protests and Appeals**

1. The Airport Department publishing the RFP shall review and investigate properly and timely filed protests and appeals. At the Airport's sole discretion, an informal hearing may be held with affected parties to gather additional information. The Contact Person noted on page 1 of this RFP shall issue a written decision to the protestor, stating the reasons for the decision.
2. Appeal to Airport's CEO: Any further appeal of a formal decision by the Department Manager must be received within two (2) business days of receipt of the written decision by the Department Manager. Properly and timely filed appeals of the decisions of the Department Manager shall be reviewed and investigated by the Airport CEO, who shall issue the Airport's final decision.

### **Failure to Meet Deadline**

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



## Administrative Requirements

**Cost of the Proposal:** The Airport shall not, under any circumstances, be responsible for any costs or expenses associated with the Proposal submitted including, but not limited to, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the Proposal or any other related information, data, documentation, and material. All costs and expenses incurred by the Proposer in connection with the Proposal submitted shall be the sole responsibility of (borne solely by) the Proposer.

### **Public Disclosure:**

1. **Property of Airport:** Proposals submitted to the Airport shall become the property of the Airport and shall not be returned to the Proposer.
2. **Proposals are Public Records:** Pursuant to Chapter 42.56 RCW, Proposals submitted under this RFP shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and/or federal laws, Proposals shall be considered public documents and available for review and copying by the public after an award of the contract is made by the Airport Board.
3. **Public Records Exemption:** Any proprietary information included in the Proposal that the Proposer wishes to remain confidential (to the extent allowed under the laws of the State of Washington) should be clearly identified as "Confidential" in the Proposal. In addition, the Proposer must provide the legal basis for the exemption to the Airport.
4. **Proposals Not Marked as Confidential:** If a Proposal does not clearly identify the confidential portions, the Airport will not notify the Proposer that its Proposal will be made available for inspection and copying.
5. **Process for Disclosing Information:** If a request is made for disclosure of material or any portion marked "Confidential" by the Proposer, the Airport will determine whether the material should be made available under the law. If the Airport determines that the material is not exempt and may be disclosed, the Airport will notify the Proposer of the request and allow the Proposer ten (10) business days to take appropriate action pursuant to RCW 42.56.540. If the Proposer fails or neglects to take such action within the said period, the Airport may release the portions of the Proposal deemed subject to disclosure.
6. **Indemnification by Proposer:** To the extent that the Airport withholds from disclosure all or any portion of Proposer's documents at Proposer's request, Proposer shall agree to fully indemnify, defend and hold harmless the Airport



from all damages, penalties, attorneys' fees and costs the Airport incurs related to withholding information from public disclosure.

7. **No Claim Against Airport:** By submitting a Proposal, the Proposer consents to the procedure outlined in this section and shall have no claim against the Airport because of actions taken under this procedure.

**Basic Eligibility:** The successful Proposer must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Proposer must not be debarred, suspended, or otherwise ineligible to contract with the Airport, and must not be on the federal government's list of firms suspended or debarred from working on federally funded projects.

The successful Proposer, Principles, or Executives cannot have been previously terminated by the airport. Any proposals received will be marked non-responsive and will not be considered.

**Non-Discrimination:** All Proposers will be afforded the full opportunity to submit Proposals in response to this RFP, and no person or firm shall be discriminated against on the grounds of race, color, age, sex, or national origin in consideration for an award issued pursuant to this RFP.

**Monthly Management Fee:** The Airport agrees to pay the successful Proposer a Monthly Management Fee to cover administrative costs. The Management Fee will be based on a 6-month winter season (October 15<sup>th</sup> – April 15<sup>th</sup>) of each Agreement. The Management Fee for any partial month shall be prorated based on the number of days in such month.

**Approval of Sub-Consultants:** The Airport retains the right of final approval of any sub-consultant of the selected Proposer who must inform all sub-consultants of this provision.

**Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, the Airport expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFP.

**Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.

**Prohibition Against Lobbying:** The Proposer shall not lobby, either on an individual or collective basis, the Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written Proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the



Airport Board (its associated City and County employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written Proposal.

**Insurance:** Prior to the execution of a Contract for services under this RFP, the successful Proposer will be required to provide acceptable evidence of insurance coverage consistent with the insurance requirements outlined in the Airport's standard Service Contract and referenced on the Airport's website as applying to this RFP.

## About Spokane International Airport

Spokane Airports are jointly owned by Spokane County and the City of Spokane. The city and county operate the airports under provisions of RCW 14.08 which establishes the operation of airports by more than one municipality under a joint agreement. The operating authority of Spokane Airports is the Spokane Airport Board, consisting of seven appointees from the two governmental bodies.

The Board is responsible for the oversight of Spokane International Airport, Felts Field Airport, and the Airport Business Park. The Board also has a Grant of Authority to operate Foreign-Trade Zone #224.

Spokane International Airport is a 6,140-acre commercial service airport served by seven airlines and two air cargo carriers. The airport processed over 4.1 million passengers and 68,981 U.S. air cargo tons in 2019. It is the second-largest airport in the State of Washington and recognized by the FAA as a small hub. The Airport is a place of employment for over 3,000 people and has an important and expanding airfield aerospace industry cluster. The Airport annually has a \$725 million annual economic impact on the Spokane Region.

The Airport Business Park is an industrial and business park development that comprises 600 acres. Strategically located adjacent to the airport facilities and Interstate 90, it has 42 buildings and 30 tenants.



**Attachment A**

**Spokane International Airport  
Request for Proposals for  
Landside Snow Removal  
Services**

**PROPOSAL INFORMATION FORM**

Name of Proposing Firm:	Contact Individual's Name:
Address of Contact Individual:	
Phone Number of Contact Individual:	E-mail Address of Contact Individual:
State of Washington UBI Number:	
Receipt is hereby acknowledged of Addenda No(s): _____	

**OFFICIAL AUTHORIZED TO SIGN FOR PROPOSER:**

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature:	Date:
Print Name and Title	Location or Place Executed: (City, State)

Note: This Proposal Information Form must be completed and submitted as part of your Proposal.

The above-authorized individual makes the following affirmations on behalf of the proposing firm:

1. I am authorized to make these affirmations;
2. All answers and statements made in the Proposal are true and correct;
3. In preparing this Proposal, the financial information contained in it has been arrived at independently and without consultation, communication or agreement with the Board, or other Proposers, to restrict competition as to any matter relating to this RFP.
4. No fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official, contractor, or Proposer of the Board in order to procure the contract described in this RFP;
5. The firm is properly licensed or will obtain, proper licenses prior to commencement of services, to conduct business in the state of Washington if legally required.



**ATTACHMENT B – PROPOSAL FORM**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

The Proposer hereby offers to enter into a contract with the Airport to provide Landside Snow Removal services as specified at Spokane International Airport, under the terms and conditions set forth in the Request for Proposals (RFP) and the Landside Snow Removal Services Contract. In furtherance of this offer, the Proposer agrees to bill the Airport the hourly rates as specified in this proposal.

Proposer is bound by this offer for period of ninety (90) days following the date of proposal opening. It is understood by the Proposer that the Airport reserves the right to reject any and all proposals.

The equipment hours shown are the estimated number of total combined hours for the minimum equipment required under the Scope of Work and are for proposal and evaluation purposes only. The hours shown are not guaranteed, and all payments will be based on actual hours used at the sole discretion of the Airport.

**All qualified interested parties are required to provide the Airport with the following:**



**ATTACHMENT B – PROPOSAL FORM (Cont.)**

**Schedule “A”:** The hourly bill rate(s) for requested services as outlined in the Schedule “A” Scope of Work:

<b>Equipment Type</b>	<b>Rate Per Hour</b>	<b>Total Estimated Hours</b>
Front End Loader, Rubber Tire (2-4 yard bucket)	\$	300
Equipment w/ 10’ Plow & w/ 1.5-2.5 yard dry spreader (V-box)	\$	200
Equipment with 10’ Snow Pusher Box Blade	\$	500
15-Yard Dump truck for hauling snow	\$	300
Additional Personnel for Hand Shoveling	\$	200
<b><u>Monthly Management Fee</u></b>	<b>Rate Per Month (Oct. 15 – April 15)</b>	
Fixed Monthly Fee paid to the Proposer	\$	

If you are not providing pricing for Schedule “A” check here to confirm that you do not want your proposal considered if the Airport elects to award for Schedule “A” only.

**Schedule “B”:** The hourly bill rate(s) for requested services as outlined in the Schedule “B” Scope of Work:

<b>Equipment Type</b>	<b>Rate Per Hour</b>	<b>Total Estimated Hours</b>
Front End Loader, Rubber Tire (2yd)	\$	300
Front End Loader, Rubber Tire (2-4 yard bucket)	\$	200
Equipment w/ 10’ Plow & w/ 1.5-2.5 yard dry spreader (V-box)	\$	500
Equipment with 10’ Snow Pusher Box Blade	\$	200
15-Yard Dump truck for hauling snow	\$	400
Road Truck w/ 12’ Plow and 5-7 yard dry spreader	\$	200
Road Truck w/ 12’ Plow and 1000 gallon liquid applicator	\$	150
Sidewalk Equipment w/ 5’ Plow and 50 gallon liquid applicator	\$	300
Sidewalk Equipment w/ 5’ Plow and 500 lb capacity spreader	\$	300
<b><u>Monthly Management Fee</u></b>	<b>Rate Per Month (Oct. 15 – April 15)</b>	
Fixed Monthly Fee paid to the Proposer	\$	

If you are not providing pricing for Schedule “B” check here to confirm that you do not want your proposal considered if the Airport elects to award for Schedule “B” only.





**ATTACHMENT B – PROPOSAL FORM (Cont.)**

**Equipment List:**

	Equipment to be provided by Proposer
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*(Attach additional pages as needed)*

